



Example of Security Manager Job Description

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Our company is looking for a security manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for security manager

- Continually communicates with all levels of staff to review operating procedures, budget matters, so as to be able to improve assigned operations
- Develops, implements and manages a security program that protects the site from fire, theft, vandalism, terrorism, workplace violence, civil disturbance other illegal or undesired activities warranted by site leadership
- Assist with executive protection, emergency/crisis management planning, code of conduct inquires, internal investigations, workplace violence issues and employee performance issues
- Position reports to the Director-Corporate Security, but is viewed as self-managing in respect of normal daily activities
- Oversees the operation of all security guard service operations, the Security Operations Centers (SOC) to ensure that protocols for service, both routine and emergency, are addressed in a reasonable manner and maintained to be current with the operation and culture of the business
- Identifying opportunities to drive more value from an organization's IT strategy through technology strategies in targeted areas, including technology infrastructure (overall security, networks, and desktop) and technology architecture (overall mobility, portals, and information management)
- This includes control and accountability of all classified material, performing and ensuring the proper destruction of classified material, preparing classified documentation for transmittal, changing safe combinations annually (or if compromised) and conducting a 100% inventory of all accountable

- Establishes and maintains Nassau Coliseum's reputation for exceptional customer service and security by sourcing, hiring, training, scheduling, evaluating, and managing the performance of security officers
- Complete annual performance reviews for all Nassau Coliseum security personnel as needed

Qualifications for security manager

- Certified Fraud Examiner (CFE) Certification preferred
- Physical security, Investigations, communications, security trend Analysis and reporting
- A minimum education level of Associates of Arts/Sciences Degree in Security, Criminal Justice, Hospitality or Related field
- Certified Protection Professional (CPP) certified through ASIS
- Minimum of 5 years of corporate security management experience
- Experience managing security at several industrial sites across Russia