



# Example of Security Shift Supervisor Job Description

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Our growing company is searching for experienced candidates for the position of security shift supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for security shift supervisor

- Staff all security posts with qualified personnel
- Ensure timely and accurate reporting of all incidents
- Maintain any and all inventories of security equipment (Keys, Radios, ), EHS audits and daily/weekly/monthly audits/drills/exercises as assigned by Site Security Program leadership
- Respond and provide security support to all emergencies situations
- Provide professional development, coach and mentor team of Discrete Protection Agents and other direct reports
- Conduct audits and assessments of direct staff and buildings to ensure personnel are following proper policies and procedures
- Responsible for on-the-job training and providing guidance to personnel on a daily basis
- Supervisor is responsible for the overall communications between teams during a shift to ensure clear communications with the GSOC and proper escalations are followed
- Supervisors will perform any other duties assigned by Site Security Program Leads
- Will conduct briefings on daily activities, incidents, and any other relevant information for their assigned shift

## Qualifications for security shift supervisor

- Provide delivery and receiving functions
- Must possess, or be able to obtain, state or county security licensing (as applicable)
- Minimum of 2 years of verifiable and successful security experience
- Minimum of 1 year of experience in a Security Control Room
- Minimum of 3 years security experience in a corporate setting, preferred