



Example of Security Support Job Description

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Our company is growing rapidly and is hiring for a security support. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for security support

- Provide support for project management, design reviews, and monitoring security procedures to ensure DoS and IC compliance with International agreements and construction requirements
- This position is critical to the security of the facility and must be manned on all work days (Mon-Fri) from 0700-1700
- Process all incoming visits with proper Link personnel
- Perform Restricted Party Screening (RPS) on all visitors using Visual Compliance data base and submit all reports to the Empowered Official (EO)
- Process incoming Visitor Security clearances using JPAS and SIMS (to include taking a servicing relationship with long term visitors using JPAS)
- Activate and issue temporary badges to personnel using the Security badging system
- Coordinate visitor's arrival with responsible point of contact
- Answer switchboard in professional manner and transfer incoming calls to proper person
- Provide back-up support for Arlington personnel clearance processing
- Assist with data entries into JPAS and e-QIP

Qualifications for security support

- Brazil business hours (flexable)
- 2 years related government security office experience preferred

- A Bachelors degree from an accredited four-year college or university with major coursework in business, criminal justice, statistics, or a closely related field, or a minimum of two years of professional experience performing data analysis
- Assist with the conduct of internal self-inspections
- Minimum 2 years' experience is preferred