



Example of Site Security Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of site security. 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 site security

- Implement approved policy and procedural changes to post orders as required
 - Selected positions will be required to regularly coordinate and validate program specifics with Federal Regulatory Officials
 - Facilitate security equipment deployment projects as appropriate
 - Execute and enforce security policies and procedures
 - Ensuring maintenance and operability of site technical security equipment to include electronic access control
 - A Security Site Supervisor supports operations for remotely managed accounts by performing on-site supervision of Security Professionals (SPs) and ensuring site coverage at all times
 - Responsible for assigned post location on a regular basis (specific schedule varies) to monitor performance, address daily operations issues, communicate policy changes or company information, adjust staffing schedules as needed, and make post inspections to ensure professional image (including the hygiene and uniform appropriateness of officers) and quality standards are being maintained
 - Manages the Security Operations Center for assigned site, utilizing video management and access control systems
 - Prioritizes workload based on urgency
 - Responsible for the intake and coordination of serious incident reports
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- Must be proficient in MS Applications including Word, Excel, PowerPoint, Internet Explorer and Outlook
- Must be highly personable and engaging with any and all people interactions
- Previous Lenel/ACTi/security camera experience a plus
- Must be certified or have the ability to become certified in CPR/AED/BBP
- Five years of experience in security or related field
- Understanding and working knowledge of resource protection