



## Example of Site Security Job Description

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Our innovative and growing company is looking for a site security. 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 site security

- Lead and coordinate the activities of the Security Operations node located in Seattle, WA to ensure timely and effective response to information security threats
- Execute security operations processes, identify and measure critical security operations metrics and continually improve the efficiency and effectiveness of the Security Operations
- Align Security Operations functions with the organizations overall business objectives
- Maintain company security program, policies and procedures, including but not limited to, site access for employees, visitors, vendors and contractors, cardkey system, key management, contract security, emergency situations, security awareness, incident reporting, physical security including cameras, fencing, alarms, panic buttons
- Ensure compliance and review periodically for accuracy and to promote continuous improvement
- Perform general audits to ensure compliance and identify continuous improvement opportunities
- Administer all procedures and operations of the contract security on site
- Provide input on new and/or renewal of written contract and ensure compliance with the contract and on site policies and procedures
- Ensure post orders are written and kept current
- Issue and track restricted keys at the site

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- 3-5 years of experience security
  - Previous guard experience preferred
  - Must have a neat, professional appearance and report to work in a complete and clean assigned uniform
  - Use arms / hands in repetitive motion during the day
  - Experience as a liaison with federal, state, and local government and law enforcement agencies – a plus
  - High School degree or equivalent plus six years of relevant experience