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

Responsibilities for site security

- Manage electronic visitor management system and card key access database/program ensuring appropriate access for employees, visitors, vendors and contractors
- Ensure policies and procedures are written and kept current
- Ensure appropriate card key access to select agent areas
- Perform periodic audits to ensure accuracy of policies and procedures and adherence to requirements
- Manage DEA physical security systems and electronic access to areas containing controlled substances
- Ensure auditors have received appropriate clearance prior to being allowed entrance to DEA controlled areas
- Perform quarterly testing of DEA security alarm systems
- Ensure DEA background checks are on file for appropriate personnel
- Responsible for site security budget in accordance with company requirements
- Reviews monthly expenses and overages

Qualifications for site security

- Spot check and audit assigned facilities, at least quarterly, to ensure all personnel are meeting client requirements
- Provide support for any projects involving security operations and administrative functions

- Service as on-site security representative for the facility
- Develop and train subordinate supervisors