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MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

Job Description - Security Guard

SUMMARY

Position of key responsibility to ensure security of premises, staff and assets.

PRIMARY RESPONSIBILITIES

1. Open the gates in the morning and lock them at night
2. Manning the Gatehouse during the shift
3. Logging and controlling entry and exit of all vehicular and foot traffic
4. Verifying loads of delivery vehicles
5. Patrolling both outside and inside the Company premises occasionally during the shift
6. Monitoring security camera system and investigating/reporting any suspicious events
7. Monitoring of staff entry and exit with a view to loss prevention including occasional random searches of staff vehicles
8. Preventing access of unauthorised visitors
9. Any other security duties as deemed necessary.

KNOWLEDGE AND SKILLS

1. Integrity and honesty
2. At least three impeccable character/previous employment references covering at least 10 years employment
3. Excellent listening, reading and administration skills
4. Effective communicator, with English language fluency
5. Perceptive
6. Attention to detail
7. Time Management
8. Good sense of judgement
9. Flexible for holiday cover.

WORKING CONDITIONS

Hours of work: 6.45-13.15pm

Working conditions are normal for a manufacturing and distribution centre.

Reporting to the Warehouse Manager

Closing Date: 13/02/2012