

VACANCY

LOCATION	-	Louis Vuitton
POSITION	-	Supervisor
REPORTING TO	-	Contract Manager / Senior Supervisor
HOURS OF WORK	-	Variable as according to monthly roster
RATE OF PAY	-	up to £9.00
CLOSING DATE	-	1st September 2010

KEY TASK AREAS / RESPONSIBILITIES

- Liaise with the Senior Supervisor for the day-to-day operational activities
- Allocate, organise and co-ordinate the duties of the Security Team
- Monitor the CCTV and alarm systems.
- Carry out administrative duties i.e. report writing; call out reports, incidents reports, non-conformities reports etc.
- Performance monitoring of the Security Team
- To report and respond to all security incidents and emergency situations.
- Relieve Officers and act as a trouble-shooter to incidents.
- To assist and train Officers required.
- To be responsible for the welfare and safety of the Security Team
- To check all equipment and ensure sure they are functional ie. CCTV, alarm systems, radios, torches etc.
- Ensure proper handover /takeover of shift and that all necessary administrative duties are completed correctly.

PERSON SPECIFICATION

Essential

- Computer literate
- Excellent command of the English Language, both oral and written.
- Excellent communicator and ability to work in a pressurised environment.
- Excellent organisational skills and ability to work on own initiative.
- Ability to work as part of a team.
- Ability to motivate, train, monitor, supervise and manage a team.
- Must Hold front line SIA Licence
- The person chosen for this position must either already be First Aid Qualified or be willing to under go training (Successful completion of the First Aid will be mandatory for confirmation as a Supervisor).
- Previous experience as a Security Supervisor would be an advantage.
- Luxury Retail Experience desirable.

All applicants must have correct documentation enabling them to work here and also have a permanent NI number.

Internal candidates will be expected to show a good attendance/timekeeping record and also a good performance in their previous role(s).

This position may be subject to Client/Board approval.

All Positions are subject to a probationary period of 6 months.

Please Note: The probationary period can be extended should the candidate's performance not meet the required standard.

Interested parties should download an application from www.icts.co.uk and post it to ICTS (UK) Ltd, South Block, Tavistock House, Tavistock Square, London, WC1H 9LG

Please note that priority will be given to internal applicants.

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