

VACANCY

LOCATION	-	Luxury Goods Salon, London & Bicester Village
POSITION	-	Security Officer
REPORTING TO	-	Operations Manager
HOURS OF WORK	-	Variable as according to monthly roster
RATE OF PAY	-	8.25
CLOSING DATE	-	Ongoing

KEY TASK AREAS / RESPONSIBILITIES

- Responsible for prevention of loss in store
- Liaise with the, Operations Manager, Client's Security Manager for the day to day operational activities.
- To report and respond to all Security Incidents and emergency situations.
- Attending and managing all incidents including fire evacuation, first aid and conflict management including physical intervention when instructed.
- Carrying out investigation when instructed.
- Responsible for comprehensive report writing in relation to incidents including all witness statements, incidents reports and other relevant documents
- Escalate incidents to client/ ICTS management
- Ensure Standing Orders are read, understood and signed
- Recommend to Operations Manager any changes needed to Standing Orders
- Ensure all security documentation is filled in correctly
- Ensure Operations Manager is briefed on site activities on a daily basis
- Ensure all security areas are kept clean and tidy
- Report loss/damage of security equipment

PERSON SPECIFICATION

Essential

SIA Licence

Excellent customer service skills

Excellent command of the English Language, both oral and written

Excellent communication skills and the ability to work in a pressurised environment

Excellent organisational skills and the ability to work on own initiative

Desirable

First Aid at Work.

SIA Licence in either, Close protection, Door Supervision or Manned Guarding

Luxury Retail experience

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 or call 020 7874 7576 to be sent an application form.

Please note that priority will be given to internal applicants.

ICTS IS AN EQUAL OPPORTUNITIES EMPLOYER