

VACANCY

LOCATION	-	Langley, Slough
POSITION	-	Security Officer
REPORTING TO	-	Global Security Manager
HOURS OF WORK	-	As per requirements
RATE OF PAY	-	£9.56 per hour
CLOSING DATE	-	30th September 2017

KEY TASK AREAS / RESPONSIBILITIES

- Identify threats and report on suspicious activity in line with daily operations for a corporate location.
- Ensure integrity of data information.
- Protect the client's property, personnel and assets, detect and report any irregular occurrences.
- Remote location monitoring-and liaison to inform of incidents
- Monitor access using the security systems, intercom & CCTV system. Report faults.
- Report problem, defects or issues found during monitoring including system technical faults.
- Monitoring of global news coverage and events which may affect corporate travelers.
- Report alert and update security team and security advisor in the event of a major incident & responses delivered.
- Familiarity with technology to include the Microsoft suite, CCTV, and Lenel applications is advantageous.

PERSON SPECIFICATION

Essential

- Excellent interpersonal skills
- A minimum of 2 years corporate security experience
- Ability to work alone as well as part of a close-knit team
- Familiarity with technology to include the Microsoft suite, CCTV, and Lenel applications is advantageous
- Excellent organizational skills
- Excellent analytical skills
- Excellent report writing skills
- Valid Security SIA as a minimum

Desirable

- Valid Driving License
- Experience in the use of access control systems
- Previous CCTV operator experience



We take our commitment to principles of fairness and mutual respect for people of all faiths and cultures seriously and we expect our employees to do so as well. We take firm action where any concerns are raised both internally and by our clients, customers and members of the public.

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 Managerial positions and Promotions 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 send their CV with a covering letter to Paulo Velez, Services Delivery Manager, paulo.velez@icts.co.uk

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