

## VACANCY

<b>LOCATION</b>	-	<b>Amazon-LCY2- Tilbury</b>
<b>POSITION</b>	-	<b>Senior Security Supervisor</b>
<b>REPORTING TO</b>	-	<b>Support Manager/Area Manager</b>
<b>HOURS OF WORK</b>	-	<b>As required for proper performance of duties</b>
<b>RATE OF PAY</b>	-	<b>£10.00 per hour</b>
<b>CLOSING DATE</b>	-	<b>30<sup>th</sup> November 2017</b>

### KEY TASK AREAS / RESPONSIBILITIES

- First point of contact for the Shift Supervisors
- Ensuring shift is fully manned by covering any shortfalls immediately.
- Responsible for overseeing all day to day operational and administrative matters on site
- Managing the team of shift supervisors.
- Welfare of our staff while on duty
- Conduct return to work meetings with the Officers and supervisors.
- Responsible for upholding ICTS's Health and Safety standards
- Rostering and allocations review and monitoring.
- Up-skilling and training of ICTS staff.
- Ensuring all staff is compliant to work with Risk assessments and induction paper work signed and filed.
- Responding to all site emergencies whilst on shift.
- Conducting interviews for new staff.
- Assist payroll with data gathering when required.
- Ensuring all time sheets are correct when sent to ICTS management and Payroll.
- First point of contact for Clients onsite.
- Primary investigations for the client.
- Daily and weekly report writing (client/ICTS)
- Carry out tasks delegated by Management.
- Training Will be provided.
- Assisting the client in maintaining a well-run operation.

### PERSON SPECIFICATION

#### Essential

- Hold a full SIA License
- Good communication skills
- Excellent communication of English both oral and written
- Good administration skills, including good computer skills
- Reliability and flexibility
- The ability to work under pressure and utilising your own initiative
- Ability to set improvement standards daily
- Must have good knowledge of requirements and procedures in Amazon.

#### Desirable

- Completion of the ICTS Supervisors Course
- Knowledge of ICTS Procedures and ISO Procedures.

*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 James Weightman [james.weightman@icts.co.uk](mailto:james.weightman@icts.co.uk)

ICTS IS AN EQUAL OPPORTUNITIES EMPLOYER