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

Job Description - Security Operative

SUMMARY

Position of key responsibility to ensure security of premises and staff and preserve stock integrity.

PRIMARY RESPONSIBILITIES

- Key holder position as such should be independent and display utmost integrity;
- Patrol premises to prevent and detect signs of intrusion and ensure security of doors, windows and gates;
- Answer alarms and investigate disturbances;
- Monitor and authorise entrance and departure of employees, visitors deliveries vehicles and other persons to guard against theft and maintain security of premises, including the movement of stock in and out of the building;
- Conduct and log random searches;
- Update Security Log with activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences;
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorised persons;
- Operate and monitor the CCTV system in accordance with the CCTV Policy;
- Inspect and adjust security systems, equipment and machinery to ensure operational use and to detect evidence of tampering.

KNOWLEDGE AND SKILLS

- Previous experience in a similar role is preferred but not essential
- Knowledge of security systems including CCTV is preferred
- Computer skills are essential
- Effective communicator and the ability to interact effectively with people

Hours of work

Monday-Thursday 13:30-18:30 and Friday 13:30-17:30. Must be flexible with working hours for holiday cover. Immediate start available.

****STRICTLY NO AGENCIES****