

Security Officer

Salary dependent on experience

Responsible to:

Area Manager and Regional Manager

Liaises with:

Customers, Members of Public, On-site teams, MAR Management and HO Staff

Overall Job Purpose:

To protect the client's property against fire, theft or vandalism, enforce site regulations, and deter criminal activity. Use radio and telephone communications to call for assistance from police, fire, or emergency medical services as the situation dictates. Security Officers write comprehensive reports outlining their observations and activities during their assigned shift. They also may interview witnesses or victims, prepare case reports, and testify in court.

Role Location:

London and the South East

Duties:

- Analysing information and evaluating results to choose the best solution to solve problems.
- Documenting/Recording Information -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Identifying information by categorising, estimating, recognising differences or similarities, and detecting changes in circumstances or events.
- Providing information to supervisors, co-workers, and subordinates
- Resolving Conflicts and Negotiating with Others - Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

What we're looking for:

- Appropriate training received by SIA approved centre and finalised by obtaining SIA license
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data, property, and institutions.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs, meeting quality standards for services, and evaluation of customer satisfaction.
- Good command of English Language – written and spoken
- Clerical - Knowledge of administrative and clerical procedures

Skill Requirements:

- Active listening, social perceptiveness, constant self-assessment, time management, coordination and decision making.

To apply for this role, send us an email to recruitment@marfm.co.uk with your CV and a covering letter.



FACILITIES MANAGEMENT