



DEPARTMENT:	HSSEQ&F Department
LOCATION:	23 Brickdam, Stabroek, Georgetown
JOB TITLE:	Security Officer/ Driver
REPORTS TO:	Security Supervisor (Trinidad) and HSSEQ&F Manager (Guyana)

JOB SUMMARY:

Maintains a safe and secure environment for customers and employees by patrolling and monitoring premises and personnel.

JOB DETAILS:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Provide excellent customer service.
- Exhibit a strong physical and authoritative presence that will help deter criminal activity
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Controls traffic by directing drivers.
- Conduct frequent security checks by patrolling perimeter, residence and other office sites and remain vigilant for anything unusual or potentially threatening
- Monitor and control gate/door access for vehicles, workers, etc.
- Immediately respond to emergencies to provide necessary assistance to employees and customers.
- View security cameras for suspicious activity
- Act as an escort to senior management, employees, and visitors
- Transport senior management, employees, and visitors to various locations, when required
- Ensure that all Laws are obeyed as it relates to the speed limit and road protocols
- Sound alarms and/or call for outside assistance when needed in emergencies (police, fire, ambulance care, response tactical team etc.)
- Write, maintain, and present detailed reports, noting any damages, theft, and/or other irregular activity on a shift wise basis or as and when required.
- Maintains organization's stability and reputation by complying with legal requirements.
- Prepares and update log books on a shift basis or as and when required.
- Contributes to team effort by accomplishing related results as needed.
- Protect the company's assets relative to theft, assault, fire and other safety issues.
- Removing wrongdoers or trespassers from the area.
- Follow procedures for various initiatives, including fire prevention, property patrol, traffic control and accident investigations.
- Follow instructions provided by the Supervisor of the unit.
- Adhere to all Company Policies, rules and standards.
- Any other duties that may be required.



EDUCATIONAL REQUIREMENTS AND EXPERIENCE:

- A minimum of three (3) Subjects at CXC
- Experience in a similar position
- Certificate of Good Character
- Possession of a valid Driver's Permit with a minimum of two years' experience

HSSEQ RESPONSIBILITIES:

- Maintain standards of safety and comply with Company's Health, Safety & Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

PERSON SPECIFICATIONS:

Surveillance Skills, Judgment skills, Objectivity, Dependability, Integrity, Professionalism, Reporting Skills

- Ability to successfully conduct security patrols without direct supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to complete routine paperwork.
- Ability to understand and follow specific instructions and procedures.
- Strong interpersonal skills, flexibility, and customer service orientation.
- Ability to react calmly and effectively in emergency situations.
- Ability to understand, follow, and enforce safety codes, regulations, and procedures.
- Ability to detect problems and report information to appropriate personnel.
- Ability to work 12 hours shift, nights, days, and weekends.
- Willingness to participate in our pre-employment screening process (drug screen and background checks)