



CAREER OPPORTUNITY

SECURITY OFFICER - ARIMA

Job Purpose

The incumbent is responsible for protecting and securing the company's compound staff, products, machinery, equipment and vehicles.

Key Duties and Responsibilities

- Monitors the entry and departure of all customers and other persons entering the Company's showroom and/or the Company's premises.
- Monitors all customers who are in the Company's showroom.
- Handles any situation which appears to be a breach of security or illegal activity including conducting searches of any person suspected of stealing.
- Ensures the protection of items, equipment and machinery located in the Company's retail showroom.
- Ensures the security of all external doors.
- Inspects security systems to make sure they are working and that there has been no tampering.
- Responds to alarms and investigates problems.
- Prepares reports on any security problems, such as property damage, theft or unusual events.
- Reports any irregularities or problems to the Manager in a timely manner.
- Ensures the safety and security of the Company's Showroom and personnel.
- Performs random checks on customers' purchases/bills when leaving Showroom.
- Collects and secures large parcels/bags from customers which are to be left at Parcel Counter at the point of entry in the Showroom area.
- Any other related responsibilities assigned by Management.

Academic Qualifications, Experience and Soft Skills

- A minimum of three (3) CXC passes including English and Mathematics Or
- A minimum of three (3) years' experience in security or law enforcement
- Excellent communication skills both oral and written.
- Excellent interpersonal skills.
- Team Oriented.
- The ability to work in a fast paced environment with minimum supervision.

All applications are to be submitted no later than January 31st, 2020:

E-mail: hr@ftfarfan.com

Please specify "Security Officer - Arima" in the subject

OR

Human Resource Department

F.T. Farfan Limited

3-5 Ibis Avenue

San Juan