

JOB OPPORTUNITY

2008 - 46

Title: Full-time Security Officers
Part-time Security Officers
Location: Halifax Shopping Centre, NS
Reporting To: Security Manager, Halifax Shopping Centre
Scheduled Hours: 40 hrs. per week (full-time)
Up to 24 hours per week (part-time)
Monday - Sunday (shift rotations)

Tasks & Responsibilities include:

- Perform security patrols of the centre - internal and external;
- Monitor all areas and control access by non authorized persons (ie. Roof access, back corridors, after hours access, etc.);
- Maintain communications at all times with other security officers, management, customer service and maintenance personnel;
- Respond immediately to requests for assistance from Management, customers, tenants and employees;
- Respond immediately to any emergencies and co-ordinate activities in accordance with established procedures;
- Ensure maximum customer, tenant and employee safety at all times;
- Be courteous, tactful and helpful, but firm in enforcement of shopping centre policies and procedures;
- Document all activities and notable occurrences during each shift;
- Thoroughly investigate and document all incidents and occurrences involving customers, tenants and employees or related property;
- Maintain highest standard of security and professionalism at all times in attitude, appearance, application and deportment;
- Maintain and operate the centre computerized equipment's, and mechanical equipment;
- Bike patrol;
- Other duties as assigned.

Skills & Experience Required:

The ideal candidate will possess:

- College diploma in Law Enforcement and/or Security Administration;
- Prior security experience within a shopping centre environment;
- Excellent written and verbal communication skills;
- Excellent interpersonal skills;
- Working knowledge of NS Health & Safety Legislation;
- Be self-motivated, diplomatic and confident individual in order to deal with tenants and the public;
- Highly organized and able to prioritize workload;
- Must have valid Nova Scotia Drivers' Licence; and submit a satisfactory driver's abstract prior to employment offer;
- Must provide a Criminal Records Check and pass security clearance;
- Posses and maintain valid certification in First-Aid & C.P.R.;
- Able to work as a 'Teampayer'

If you, or anyone that you know of, are interested in applying for these positions, please forward your letter and resume, to:

**Halifax Shopping Centre
7001 Mumford Road
Tower 1, Suite 202
Halifax NS B3L 4N9**

Email: hfxsecuritysupervisors@20vic.com
Fax: (902) 454-6908