

JOB OPPORTUNITY

2009 - 32

Title: Full-time Security Shift Supervisor
Location: Brentwood Town Centre, Burnaby , BC
Reporting To: Security Manager, Brentwood Town Centre
Scheduled Hours: 40 hrs. per week, Monday – Sunday

Tasks & Responsibilities of this position include:

- Oversee security patrols (vehicle, bicycle and foot patrol);
- Monitor all sensitive areas and control access;
- Respond immediately to any request for assistance from customers, tenants and employees;
- Respond immediately to all emergencies and co-ordinate activities in accordance with established policies and procedures;
- Ensure that all log book entries and posted memos have been initialled by all staff;
- Oversee operation of departmental computerized and technical equipment. Supervise the use of memo books, security uniforms and equipment.
- Supervision of Security Officers, oversee scheduling requirements, assist Security Manager with performance appraisal program and training and development of officers.
- Assist in management of annual security budget and preparation of annual budget projections;
- Oversee portfolios related to 'lost & found', vehicle tagging, training & development and key control;
- Any other tasks as directed by the Security Manager.

Skills & Experience Required:

The successful candidate will possess:

- College diploma in Law Enforcement and/or Security Administration;
- Minimum of three (3) years' experience (preferably in a retail environment);
- Proven supervisory experience;
- Excellent written and verbal communication skills;
- Working knowledge of Local 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;
- Valid BC Security Patrol License;
- BST 1 & 2 (Valid BC Security License preferred);
- Clear Criminal Clearance Certificate;
- Current certificate in First Aid C.P.R.;
- Able to work in a 'Team' environment.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than November 13th, 2009 to:

Don Gulley, Security Manager
c/o Brentwood Town Centre
Suite 260, 4567 Lougheed Highway
Burnaby, BC V5C 3Z6

Phone: (604) 299-0606 Fax: (604) 299-2281
Email: dgulley@20vic.com