

JOB OPPORTUNITY
2010 - 02

Title: Security Manager
Location: Brentwood Town Centre, Burnaby, British Columbia
Reporting To: Centre Manager

Tasks & Responsibilities:

- Development and implementation of a security plan for Brentwood Town Centre aimed at crime prevention and awareness;
- Hiring, development and management of security staff with emphasis on developing a comprehensive training program;
- Ensure that proper procedures are observed relative to company policies, reporting of liability claims and completion of occurrence reports;
- Develop and maintain communications with mall tenants and local law enforcement agencies regarding crime prevention;
- Preparation of annual security budgets and reconciliation of same;
- Organization and implementation of seminars for mall merchants regarding safety and security issues;
- Develop communication and reporting relationships with local law and fire authorities;
- Act as Co-chair for Health & Safety Committee;
- Develop, implement and maintain Centre Emergency, Fire and Life Safety Plans;
- Any other tasks as directed by Centre Manager.

Skills & Experience Required:

The successful candidate will possess:

- Post secondary education in Law Enforcement and/or Security Administration;
- Minimum of five (5) years' experience (preferably in a retail environment);
- Must possess a valid B. C. Security License;
- Proven supervisory and leadership 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 Drivers License;
- Clear Criminal Clearance Certificate;
- Current certificate in First Aid C.P.R;
- Must be computer literate;
- 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 to:

Brian Wong, Centre Manager
c/o Brentwood Town Centre
#206 – 4567 Lougheed Highway
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