

## **JOB OPPORTUNITY 2010 - 08**

**Title:** Security Supervisor  
**Location:** Calgary Eaton Centre/TD Square, Calgary, AB  
**Reporting To:** Life Safety & Security Manager  
**Scheduled Hours:** 40 hours per week, Monday – Saturday,  
Rotating Shifts

### **Tasks & Responsibilities of this position (1 of 3 supervisors) include:**

- Implementation of a Security and Life Safety plan for a 1.8 million s.f. office and retail complex in downtown Calgary aimed at loss prevention programs to protect both the assets of the company and it's many commercial and retail tenants;
- Supervision and management of the day-to-day operation of a Security department of over 25 third party contract security guards;
- Assist in recommendation and implementation of personal and property protection programs;
- Ensure that proper procedures are observed relative to reporting of liability claims and completion of occurrence reports;
- Respond immediately to any request for assistance from customers, tenants and employees;
- Maintain communications with office and retail tenants, local law enforcement agencies regarding crime prevention, local fire prevention personnel and to liaise with Security peers in the core area;
- Respond immediately to all emergencies and co-ordinate activities in accordance with established policies and procedures;
- Assist with training and development of Guards.
- Help implementation of emergency procedures, disaster recovery plans, building access control, security systems, reports and recommendations
- Any other tasks as directed by the Security Manager.
- Any other tasks as directed by Property Manager.

### **Skills & Experience Required:**

The ideal candidate will possess:

- College diploma in Law Enforcement and/or Security Administration;
- Minimum of two (2) years' experience in retail environment;
- Minimum of two (2) years' experience in a Office environment,
- Proven supervisory experience;
- Excellent written and verbal communication skills;
- Be self-motivated, diplomatic and confident individual in order to deal with tenants and the public;
- Familiar with applicable health & safety legislation (eg. WHMIS, Occupational Health & Safety);
- Certified in CPR, First Aid, AED & Oxygen Administration;
- Must be able to provide Clear Criminal Background Certificate;
- Highly organized and able to prioritize workload;
- 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 April 21<sup>st</sup>, 2010 to:

**Calgary Eaton Centre/TD Square  
20 VIC Management Inc.  
Home Oil Tower  
324-8<sup>th</sup> Avenue SW  
Calgary AB, T2P 2Z2  
Attention: Ratna H. Patel, Manager, Life Safety and Security**

**Fax: (403) 441-4902  
Email: rpatel@20vic.com**