

JOB OPPORTUNITY 2011 – 10

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;

Must have current Security License in accordance with Alberta Security Services and Investigators Act (SSIA);

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, to:

**Calgary Eaton Centre/TD Square
20 VIC Management Inc.
Home Oil Tower
324-8th Avenue SW
Calgary AB, T2P 2Z2
Attention: Domenic Mazzocchi, Director, Property Management
Fax: (403) 441-4902
Email: dmazzocchi@20vic.com**