

**JOB OPPORTUNITY
2017 - 03**

Title: Security Supervisor
Location: One Queen / 20 Richmond Street East, Toronto
Reporting To: Security Manager

Tasks & Responsibilities:

- Assist with the maintenance and improvement of our existing Security and Life Safety plans for a 503,000 sq.ft. "A" Class office and retail complex in downtown Toronto.
- Direct supervision of 3rd Party Security Protection Service Provider (staff of 9 personnel) with emphasis on developing and maintaining a comprehensive training program as it directly relates to loss prevention and occupants life safety;
- Mentor, coach and develop staff.
- Ensure that proper procedures are observed relative to reporting of liability claims and completion of occurrence reports as it relates to 20 VIC Policy;
- Identify opportunities for security improvements through audits and inspections and track implementation of upgrades;
- Remain apprised of new security strategies and technologies that would benefit the property;
- Assist in the preparation of annual Security and Life Safety Budgets and reconciliation of same;
- Participate in the organization and implementation of seminars for office tenants regarding safety and security issues, along with Fire Warden Training and the planning and implementation of an annual fire evacuation drill;;
- Assist in the development and implementation and regular review of emergency procedures, disaster recovery plans, building access control, security systems, pandemic preparedness and response plan, reports and recommendations;
- Any other tasks as directed by the Security Manager.

Skills & Experience Required:

The successful candidate will possess:

- A minimum of five (3) years' security experience in the above noted capacity (preferably in a office / retail environment);
- Proven management and supervision skills;
- A valid Security Guard License as issued under the Private Security and Investigative Services Act;
- Fully competent in all aspects of health & safety legislation;
- A valid certification in Basic First Aid, CPR & AED;
- Strong technical background and working knowledge of security systems including experience with CCTV, building access control and Fire Systems.
- Excellent inter-personal skills; Strong coaching, mentoring and training skills;
- Be self-motivated, diplomatic, innovative and able to accept challenges;
- Superior written and oral communication skills;
- Proficient knowledge of PC and Internet based applications; Microsoft Office (Word, EXCEL, and Power Point) required.
- Post secondary degree in law enforcement would be an asset;
- Must be able to provide a Clear Criminal Background Check;
- 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 January 31st 2017, to:

Darren Reid, Director, Security & Life Safety
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