

JOB OPPORTUNITY 2017 - 10

Title: Security Supervisor (TEMPORARY-One Year)
Location: Westbrook Mall, Calgary, AB
Reporting To: Security Manager, Westbrook Mall
Scheduled Hours: 40 hours per week, Tuesday to Saturday
(Tuesday to Saturday 11 am to 7 pm)

Tasks & Responsibilities of this position include:

- Supervision and management of the day-to-day operation of a Security department of 6 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 retail tenants, local law enforcement agencies regarding crime prevention, local fire prevention personnel;
- Respond immediately to all emergencies and co-ordinate activities in accordance with established policies and procedures;
- Assist with training and development of Security Personnel.
- Identify opportunities for security improvements through audits, inspections and track implementation of upgrades
- Participate as a member of the Health and Safety Committee
- Remain apprised of new security strategies and technologies that would benefit the property
- Assist in the preparation of the weekly security schedule
- 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 and/General Manager.

Skills & Experience Required:

The ideal candidate will possess:

- College diploma in Law Enforcement and/or Security Administration;
- Possess a valid Alberta Security License;
- Minimum of two (2) years' experience in retail 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;
- Possess a valid Alberta Drivers Licence;
- 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 March 16, 2017 to:

20 VIC Management Inc.
Westbrook Mall
41 1200 37 Street SW
Calgary AB T3C 1S2
Attention: Patrick Seguin, Security Manager

Fax: (403) 207-5688
Email: pseguin@20vic.com