

JOB OPPORTUNITY

2017 - 23

Title: Part-time Security Officers (2)
Location: Lambton Mall
Reporting To: Security Manager, Lambton Mall
Scheduled Hours: up to 24 hrs. per week
Monday - Sunday (shift rotations: 3)

Tasks & Responsibilities include:

- Perform security patrols of the centre - internal and external;
- Monitor all areas and control access by non authorized persons (ie. Roof access, back corridors, after hours access, etc.);
- Maintain communications at all times with other security officers, management, customer service and maintenance personnel;
- Respond immediately to requests for assistance from Management, customers, tenants and employees;
- Respond immediately to any emergencies and co-ordinate activities in accordance with established procedures;
- Ensure maximum customer, tenant and employee safety at all times;
- Be courteous, tactful and helpful, but firm in enforcement of shopping centre policies and procedures;
- Document all activities and notable occurrences during each shift;
- Thoroughly investigate and document all incidents and occurrences involving customers, tenants and employees or related property;
- Maintain highest standard of security and professionalism at all times in attitude, appearance, application and deportment;
- Maintain and operate the centre computerized equipment's, and mechanical equipment;
- Other duties as assigned.

Skills & Experience Required:

The successful candidates will possess:

- College diploma in Law Enforcement, Police Foundations and/or Security Administration is preferred;
- Minimum of two (2) years of experience in retail environment;
- Excellent written and verbal communication skills;
- Excellent interpersonal skills;
- Familiar with applicable Health & Safety Legislation (eg. WHMIS, Occupational Health & Safety);
- Be self-motivated, diplomatic and confident to deal with tenants, contractors and the public;
- Highly organized and able to prioritize workload;
- Possess a valid Ontario Drivers' Licence;
- Must be able to provide a Clear Criminal Background Certificate;
- Certified in First Aid, CPR AED & Oxygen Administration;
- Able to work in a 'Team' environment.
- Possess a valid Ontario Security Licence;

If you, or anyone that you know of, may be interested in applying for this position, please forward your letter or resume to:

Scott Burden, Security Manager
Lambton Mall
Administration Office
1380 London Road
Sarnia ON N7S 1P8

Fax: (519) 542-8466
Email: sburden@20vic.com