

JOB OPPORTUNITY

2017- 29

Title: **Full-time Security Officer (1)
& Part-time Security Officer (1)**
Location: **Pickering Town Centre, Pickering, Ontario**
Reporting To: **Security Manager, Pickering Town Centre**
Scheduled Hours: **40 hrs. per week (F/T) & 24 hrs. per week (P/T)**
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 and/or Security Administration;
- 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, not later than Friday, August 04th, 2017, to:

Sam Lindo, Security Manager
c/o Pickering Town Centre
1355 Kingston Rd, Admin Office
Pickering, Ontario L1V 1B8
Fax: (905) 420-9379
e-mail slindo@20vic.com