

# dynamic earth enterprises ltd

## job advert

### SECURITY/RECEPTION OFFICER

#### SUMMARY

Monitor and manage the 24hr Security operational systems. Carry out reception and administration duties to an excellent standard. Effectively secure all areas of the business and building. Ensure Dynamic Earths 5 star credentials are protected by proactively following operational procedures. Working a standard 8 hour day to a minimum of 32 hours up to 48 hours per week on a rota basis including weekends and nightshifts.

#### MAIN DUTIES

- Receive visitors ensuring they are directed to the appropriate area within the building
- Carry out general reception and telephone duties in a professional manner
- Monitor and manage operational systems e.g. automated car park, fire panel and CCTV
- Receive and secure payments made for car parking or other company events
- Monitor heating and lighting matters, record and report issues as necessary
- Receive, process and record daily deliveries and pick ups
- Collate and file confidential records such as incident reports, ensuring these are communicated effectively to the DM group
- Daily allocation of equipment ensuring safe keeping when not in use
- Receive and secure found property
- Carry out and record all building patrols
- Dealing with any ad-hoc security situations when they arise
- Liaise with emergency services as and when required
- Communicate health and safety issues to the responsible person
- Dealing with colleagues, agency staff and contractors in an efficient and courteous manner
- Organise contract taxis for staff and guests
- Record and report staff absence to the relevant departments
- Ensure the Security office is clean and tidy at all times

In addition to the duties and responsibilities listed, the job holder may be required to perform other duties, assigned by their supervisor, to ensure the smooth running of the department

#### QUALIFICATIONS/EXPERIENCE AND SKILLS

- An enthusiastic and 'can do' attitude is essential
- Confident in effectively dealing with various computer and CCTV systems
- An understanding of systems such as heating and lighting would be advantageous
- Understanding the need for discretion when dealing with confidential matters
- Be confident when "lone working"
- Excellent written and verbal communication skills is essential
- Minimum of 3 years Security experience is essential

**TO APPLY** – send an up-to-date CV and covering letter setting out why you think you are the best person for this position.

**CLOSING DATE: 18 August 2017**

**Please note due to the likelihood of us receiving a high volume of applications, only those candidates selected for an interview will be contacted.**