POSITION TITLE: Security Escort for Condominiums

Employment Type (FT, PT, Contract): PT and Contract  
Rate of Pay: $14.00  
Job Location: Hamilton, Burlington, Oakville and surrounding areas  
Hours of Work: Monday-Friday day shifts 7:30-4:30 or 8-4pm  
Start Date: ASAP  
Application Deadline: Feb 07, 2020

COMPANY NAME: ASP Incorporated  
Street Address: 1450 Appleby Line suite 200, Burlington, ON  
Phone: 416-302-4639  
Fax:  
Email: sgallagher@security-asp.com  
Website: www.security-asp.com

General Description of Duties:  
Security Guards main duties will be to have high customer service skills, and a high level of professionalism to all tenants and visitors.

The primary responsibility of guards is to ensure a safe and secure environment for the protection of people, property and assets through continuous patrol, monitoring and routine and emergency response.

Security guards are expected to maintain an in-depth knowledge of the changes to the sites. Security Guards are required to comply with all company and client policies, procedures and directives. Security guards must instill a strong sense of safety and security amongst all tenants and property management.

Skills and Experience Required:  
• Providing Security Guard Services to Burlington and surrounding areas through the operation of various security systems and patrolling, including responding to routine, emergency, security and law enforcement calls, maintaining the utmost confidentiality at all times.

• Monitoring and patrolling assigned areas. Observing, investigating and acting on possible breaches of security, fire and safety hazards, illegal entry, theft and malfunction or interruption of utilities.

• Act as an ambassador of the client site by providing customer service, responding to public inquiries and performing guard tours along designated routes.

• Informing the designated authorities in the event of security, fire or health emergencies. Activating fire alarm and safety systems and assisting in evacuation procedures. Escorting designated authorities, police, fire, ambulance personnel to emergency locations.

• Recording and maintaining log books of daily activities, unusual or special occurrences and issuance of equipment to staff.
• Receiving/recording complaints, preparing incident reports.
• Providing security for protocol functions, demonstrations and special events.
• Performing duties such as open-up and lock-down procedures, and security/life safety equipment inspections and testing.
• Performing other related duties as assigned by the client contact or ASP

How to Apply:
Contact Sean Gallagher at sgallagher@security-asp.com

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