

NOTICE OF VACANCY

Date of Issue: December 1, 2017
Deadline: December 11, 2017 @ 1:00 p.m.

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| DEPARTMENT: | Security Services |
| JOB VACANCY: | Security Guard |
| LOCATION: | Macassa |
| SHIFT SCHEDULE: | 5/4 |
| RATE OF PAY: | Salary, Commensurate with experience and qualifications |

We have a vacancy in the **Security Services** for the position of a **Security Guard**.

Duties and Responsibilities of a **Security Guard** include:

- Controls access to establishments, operates security control-room equipment and patrol assigned areas to guard against theft, vandalism and fire, enforce regulations to maintain order and resolve conflicts, and to monitor establishment activities
- Ensures company's safety and emergency procedures are followed
- Completes reports by recording observations, information occurrences and surveillance activities; interviewing witnesses; obtaining signatures
- Inspects and adjusts security systems, equipment and machinery to ensure operational use and to detect and address evidence of tampering.
- Issues passes and directs visitors to appropriate areas, and performs security checks of personnel
- Maintain the contractors tool/equipment list for all items removed from property
- Remains current with new security innovations, techniques and training
- Other duties as may be required

Qualifications

- Valid G class Ontario Drivers License with Clear Drivers Abstract
- Valid Ontario Security License
- Microsoft Office Skills an asset
- Security Camera/Access Control Operation Experience is a benefit

Interested employees must provide a completed Internal Vacancy Application form along with an updated resume to the Human Resources department no later than the deadline listed above.

Human Resources Department