

JOB OPPORTUNITY 2019 - 10

Title: Security Supervisor
Location: Londonderry Mall, Edmonton AB
Reporting To: Security Manager, Londonderry Mall
Scheduled Hours: 40 hours per week (schedules will include weekends and evenings)

Tasks & Responsibilities of this position include:

- Supervision and management of the day-to-day operation of a Security department of third party contract Security Guards;
- Assist in recommendation and implementation of personal and property protection programs;
- Ensure that proper procedures are observed relative to reporting of liability claims and completion of occurrence reports;
- Respond immediately to any request for assistance from customers, tenants and employees;
- Maintain communications with retail tenants, local law enforcement agencies regarding crime prevention, local fire prevention personnel;
- Respond immediately to all emergencies and co-ordinate activities in accordance with established policies and procedures;
- Assist with training and development of Security Personnel.
- Help implementation of emergency procedures, disaster recovery plans, building access control, security systems, reports and recommendations
- Any other tasks as directed by the Security Manager and/General Manager.

Skills & Experience Required:

The ideal candidate will possess:

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

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, not later than February 28th, 2019, to:

**Londonderry Mall
Administration Office
#243 – 1 Londonderry Mall NW
Edmonton AB T5C 3C8
Attention: Kevin Kelly, Security Manager**

**Fax: (780) 475-4397
Email: kevin.kelly@cushwake.com**