

Title: Security Supervisor
Location: The Bay Centre, Victoria BC
Reporting To: Security Manager, The Bay Centre
Scheduled Hours: 40 hours per week, Rotating Shifts (Days & Evenings)

Tasks & Responsibilities of this position include:

- All duties and responsibilities normally performed by site security personnel;
- Daily supervision of Contract Security Personnel, oversee scheduling requirements, security assignments, incident reporting and patrols;
- Oversee and assist in monitoring all sensitive areas and controlled access points;
- Immediately respond and assist with security & life safety related requests made by customers, tenants and employees;
- Respond immediately to emergencies and co-ordinate activities in accordance with established and approved lawful policies and procedures;
- Ensure staff compliance with all log books, posted memos, brief books, written or verbal instructions and policies are read, initialled and understood by all staff;
- Complete daily supervisory inspections as detailed by the Security Manager;
- Oversee staff operation and compliance of department computer and technical equipment. Supervise the use of memo books, security uniforms and equipment. Monitor calls to dispatch and assist staff accordingly;
- Assist the Security Manager with training and development of Contract Security Personnel;
- Liaise with the contract security providers management team as directed by the Security Manager;
- Ensure all Security reports are completed to site standards and filed appropriately;
- Provide feedback to improve the process in the protection of assets;
- Ensure that proper procedures are observed relative to reporting of liability claims and completion of occurrence reports;
- Maintain communications with retail tenants, local law enforcement agencies local fire prevention personnel and local emergency medical services 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 candidates 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 BC Drivers Licence;
- Possess a valid BC Security 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.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume and cover letter, not later than October 12th, 2018 to:

The Bay Centre Administration Office
#2 - 1150 Douglas Street
Victoria, BC V8W 3M9
Attention: Jeff Turner, Security Manager
Fax: (250) 381-4814
Email: jeff.turner@cushwake.com