

Security Officer

- To actively participate in the day-to-day security operations of the property to ensure the safety and security of all guests, employees and property.
- To patrol the interior and exterior of the hotel and confront any situations or persons that requires investigation.
- To handle and document guest and employee accidents, valuable left unattended in room or other areas, noise complaints, and prostitutes.
- To assist any guests with friendly, warm, attentive and tactful service.
- To implement all policies, procedures, instructions regarding security and safety.
- To assist in implementing preventive safety and security programs.
- To investigate crimes committed against the hotel, guests, and employees.
- To document all incidents occurring in the hotel in connection with crime, subversions, potential liabilities and insurance requirements.
- To assist hotel staff in handling of unusual guest or employee problems, such as, but not limited to, disorderly conduct, thefts, suicides, bomb threats, employee or guest accidents, fire or safety hazards, robberies, terrorist activities, civil disturbance, power or elevator failures, medical assistance and natural disasters.
- To remain informed of current and amended laws, employee's handbook, job description, fire and evacuation procedure, lost and found procedure, joiner procedure, and all new policies and procedures that may be issued from time to time by the management.
- To make recommendations to the superiors in security related matters.
- To respond properly in any hotel emergency or safety situation.
- To maintain self-discipline according to the requirements of the hotel and department's standards.
- To observe grooming policy as laid out in the employee's handbook, as well as those set out by the Security Manager.
- To cooperate efficiently with all departments within the hotel directly or indirectly involved with the Security Department.
- To perform all duties other than these above which are requested by the hotel management/direct supervisor.

Requirements:

- Proven work experience as a security guard or relevant position
- SIRD Licence
- Ability to operate detecting systems and emergency equipment
- Excellent knowledge of public safety and security procedures/protocols
- Surveillance skills and detail orientation
- Integrity and professionalism

To apply for the above positions, please send your full resume to careers@fullertonhotels.com