



Position/Job Title: Site Supervisor

Location/Department: Brunswick, GA

Qualifications/Skills Required:

- High School Diploma/GED required. Associates or Bachelor's degree preferred.
- 2-3 years of experience as law enforcement/military/private security officer and/or high-level customer service experience.
- Ability to use a computer.
- Proven ability to handle multiple tasks concurrently.
- Excellent communication skills required.
- Must have the ability to speak, read, and write English. Basic computer skills required.
- Ability to maintain professional appearance and demeanor while ensuring excellence in customer service and safety.
- Must be at least 18 years of age and have legal right to work in United States.
- Must have reliable means of communication and transportation; availability for any shift.

Job Summary:

Oversees Security Officers, Patrol Officers and other company personnel at assigned client site(s). May perform various duties within scope of job assignment. Site Supervisors are responsible for scheduling employees, tracking overtime, approving vacation requests, documenting and communicating disciplinary issues, overseeing special events, coordinating temporary assignments and ensuring officers/staff are fully trained on-site operations. Monitoring Securitas staff to ensure tasks, responsibilities, policies and procedures are carried out and understood.

Responsibilities:

- All functions, duties or tasks are to be carried out in an honest, ethical and professional manner, and to be performed in conformance with applicable company policies and procedures. In the event of uncertainty or lack of knowledge of client policies and procedures, employees are required to request clarification or explanations from superiors or authorized company/client representatives.
- Functions as a Site Supervisor acts to ensure that all post orders are followed, that established rounds are completed, and that reports are complete prior to shift end; notifies proper authorities and client in emergency situations. Notifies superiors upon becoming aware of unsafe working conditions.
- Coaches and disciplines Securitas staff members as appropriate; seeks advice from company management or designated representatives as appropriate; meets personally with employees and documents coaching and disciplinary actions.
- Conducts on the job training with new and transferring employees.
- Assist in the submission of payroll and documents necessary for personnel record keeping.
- In conjunction with company management or designated representatives ensures adequate coverage of all posts and positions.



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RESPONSIBILITIES CONTINUED:

- Prepares files and submits various reports as required and ensures time requirements are met.
- Inspects posts as scheduled and meets with Securitas staff to review tasks and responsibilities.
- Meets with client representatives as scheduled or as needed to provide assurance that all security requirements are being met and to provide quality customer service.
- Supervisory duties that can include some or all of the following: interviewing, orienting and training employees; planning, assigning, and directing work; coaching and appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; and, making hiring and termination recommendations.
- May perform the duties to assist when there are staffing shortages
- Must be knowledgeable of client & Securitas Corporate Policies, and Standard Operating Procedures (SOP's).
- Duties may vary to meet the changing needs of the client.
- Other duties as assigned.

Interested applicants should apply at: <http://www.securitasinc.com/en/join-us/apply/> and email resume to Karen_Zappacosta@securitasinc.com. For additional information, please contact [Karen Zappacosta at \(912\) 251-2778](tel:(912)251-2778).