

1. GENERAL INFORMATION OF THE POSITION

JOB TITLE	AREA
Office Manager	Operations
REPORTS TO:	SUBAREA
Operational Leader	Operations
JOB MISSION	
Ensure compliance with the security protocols established in the service under your charge.	

2. JOB SPECIFIC REQUIREMENTS

ACADEMIC DEGREE	ACADEMIC TRAINING
College	Criminalistics, Administration or related
SPECIFIC TRAINING	ESPECIFIC EXPERIENCE
Criminalistics, Administration or related	Private Security
LANGUAGE	TIME OF EXPERIENCE
NA	5 years at least

3. FUNCTION DESCRIPTIONS

N°	SPECIFIC OBJECTIVES OF THE POSITION (WHAT)
1	Ensures adequate coverage for sites
2	Ensures security personnel are trained to meet site requirements
3	Ensures programs are developed for customer requirements
4	Ensures correct and consistent administration of the Services Agreement
5	Guarantees compliance with all the labor agreements of the sites
N°	FUNCTIONS (HOW)
1	Provides daily supervision of security collaborators at assigned sites
2	Conducts frequent risk assessments for site operations and implements appropriate strategies to minimize identified risks
3	Advises client on reactions to emergency situations and ensures subordinates respond appropriately
4	Interacts with site, plant management to discuss fire and safety services provided, identifies problem areas, provides recommendations for safety solutions, and takes corrective action
5	Supervises compliance with regulatory and fire prevention requirements and security elements assigned by the client
6	Conducts required, dedicated site assessments to ensure site compliance and provides recommendations on operations, policies, and technology applications for plant management
7	Develops, maintains, and coordinates effective communications with outside emergency agencies
8	Carry out all responsibilities honestly, ethically and professionally
9	Responds to on-site fire emergencies as part of the on-site Fire Rescue and assists and attempts to extinguish incipient stage fires using fire extinguishers and fire hose reel
10	May supervise security personnel on fire duties

4. RELATED AREAS

INSIDE	OUTSIDE
Operations	Clients

5. ORGANIZATIONAL COMPETENCIES

GENERALES	ESPECÍFICAS
Troubleshooting	Skill in loss prevention strategies
Leadership	Analytical skills needed to analyze complex data
Planning	Project management skills

6. JOB RESPONSABILITIES

DECISION-MAKING AND INFLUENCE	OF MATERIALS AND / OR EQUIPMENT
High level of decision making and influence on procedures	Assigned teams
LEVEL OF RESPONSIBILITY	LIDERSHIP
Define goals and objectives in the short and long term with impact in your area	Leadership with a work group
POSITIONS UNDER YOUR POSITION	
Security Guard, Shift leader, Head of Service and Operation Leader	

