

**Sword Security (N.I.) Ltd**

**Job Description**

**Job Title:** Relief Security Officer

**Location:**  Belfast and surrounding area

**Rate of Pay:** £ 8.21 per hour

**Hours of Work:** 40

**Days of Work:** Days, Nights & Weekends, Mon – Sun as required

We currently have an exciting opportunity within our team for someone who can deliver excellent customer service, with a positive, professional attitude. The successful candidate must be able to display a flexible approach to work with the drive to learn multiple disciplines, ambition to work in some prestige landmark locations and deliver exceptional service to our customers and their visitors

The main purpose of the role includes:

* Travelling to multiple sites providing additional coverage, holiday and sickness cover.
* Presenting, a smart, alert, visible and commanding security presence at all times.
* Conducting shift handover procedures at the start and end of each shift to ensure all matters of concern or note occurring during a shift are passed on for the purposes of service and incident management continuity.
* Writing complete and accurate handover and incident reports and taking appropriate action as required on all reports passed to you at the commencement or during a duty shift
* External and internal patrols
* Greeting, assisting and directing members of the public, contractors and staff visiting the site.
* Issuing and monitoring of site passes.
* Ensuring the safety and security of our clients’ buildings and assets by carrying out all duties in full adherence with the site assignment instructions.
* Ensure full compliance with site policies and procedures.
* Adhering to site regulations, to include fire, health and safety and evacuations.
* Ensure that all incidents, which occur during the course of your duties, are reported promptly and recorded within the guidelines laid down by the Client/Area Manager and are efficiently dealt with.

**Essential Criteria:**

* 5 year checkable background
* Excellent time management and ability to work in a pressurised environment
* Computer literate, word, excel and outlook
* Current, valid SIA Licence

**Desirable Criteria:**

* Full UK Driving License
* Current, valid SIA CCTV licence
* First Aid Certificate
* Customer Service Training

**BENEFITS**:

Sword Security employees enjoy the following benefits:

* Continuous Training & Development Opportunities
* Pension
* Fully expensed Uniform
* Recognition Award Opportunities
* Team Building Opportunities

Sword Security (NI) Ltd is an Equal Opportunities employer.