

Security Technician

Within your role as Security Technician, you will work alongside the Security Systems Manger to assist with all facets of programming, installing & maintaining an array of security systems and security related devices. The successful candidate will be confidential & highly skilled with a keen interest in technology & innovation and will continuously develop one's skills to stay current within the industry.

Job Responsibilities:

- Responsible for installation & maintenance of access control, intrusion detection video surveillance systems and all other security related devices.
- Ensures installations are accurately and efficiently completed by following industry standards & assumes full control of testing procedures from installation through completion.
- Provides technical sales support and assists with post-sales assistance with the preparation of 'Operation and Maintenance' manuals when necessary.
- Field support; troubleshooting systems and responding to service calls.
- Manage & prepare documentation including change orders, head-end configuration, system drawings/ diagrams and as-built information.
- Perform on-the-job training as well as mentoring colleagues who express interest.
- Adheres to industry as well as Company Health & Safety regulations at all times.
- Other than normal business hours; be able to work weekends, after hours, holidays and when scheduled, man 24—hour service call requests.
- Perform any other duties as assigned from time to time in support of operational necessity.

Qualifications/ Skills/ Requirements:

- Tertiary education with background in Electronics/ Computer Sciences given precedence
- Working knowledge of Avigilon ACC/ACM, Samsung, HID and/or PELCO products preferred.
- 5-years' experience as a Field Services Technician
- CCNA, Network+ or other related network training is beneficial
- Must be able to pass a rigorous criminal background check & substance abuse test
- Physically fit to lift 60 pounds or more, climb ladders, scaffolding & work at heights
- Good communication skills with special attention to customer service & confidentiality

Administrative/ Accounts Assistant

This diverse role will be demanding; requiring the individual to assist with an array of administrative & accounting functions. Persons must be knowledgeable of or have a genuine interest to learn the Telecommunications & Security industries in order to work effectively & efficiently. The position will be quite rewarding as it allows opportunity for growth & advancement to individuals who are self-motivated, ambitious, and who takes initiative to advance professionally.

Job Responsibilities:

- Assist with maintaining a well-organized office environment to run smoothly & efficiently.
- Various administration support to the Financial Controller, Office Manager & Management.
- Posting A/P & A/R transactions and prepare expense reports and bank deposits.
- Aid with managing all complex PO's & liaise with overseas/ local vendors to execute accordingly.
- Track shipments & manage documentation for accounts department and freight forwarder to ensure shipments are cleared promptly & properly with Bermuda Customs.
- Create, process, and communicate information to staff & clients in a courteous manner.
- Assist with client/ staff meetings and marketing/ social events hosted by the Company.
- Complete ad-hoc projects assigned to you by your Manager.

Qualifications/ Skills/ Requirements:

- Advanced administration skills and/or accounting/ bookkeeping certification
- Fluent in English with good communication skills both written and oral
- MS Office (Word, Excel, PowerPoint) & accounting systems (Great Plains preferred)
- Follow good accounting practices set-forth by the Company and pay utmost attention to detail.
- Have good organizational, planning & goal-setting skills.
- Occasional overtime will be required when necessary to keep with strict deadlines.

Warehouse Coordinator

This newly created position will require the Coordinator to be experienced in managing & controlling a busy warehouse encompassing a multitude of materials, tools and equipment associated with the Company's services. We welcome applicants who are dependable, honest and who have excellent time management & logistical skills to keep the physical layout and appearance of the warehouse in a well-organized & clean manner. This person will work closely with the Projects Coordinator and under the direction of the Financial Controller.

Job Responsibilities:

- Liaise with freight forwarder; the delivery and receipt of PO's by cross-checking with associated documentation and subsequently, stowing accordingly.
- Post the incoming and outgoing materials into Great Plains; our management software.
- Compile materials as required and coordinate the delivery of inventory to & from job sites.
- Utilize space effectively to store product neatly and assist with future capacity requirements.
- Monitor inventory by completing inventory counts as required and keeping sufficient stock levels.
- Serve clients and contractors with inventory sales & delivery.
- Maintain all company vehicles to ensure they are in good working & clean order at all times as well as ensuring test equipment is serviced regularly.
- Responsible for the safekeeping and whereabouts of all tools & equipment.
- Maintain high standards of health & safety and security in the work environment
- Other duties as assigned by your Manager.

Qualifications/ Skills/ Requirements:

- Must have 3+ years' experience working in a warehouse environment; preferably as a Supervisor
- Have strong computer skills in MS Word, Excel and experience with inventory management systems.
- Works independently; with minimum direction/ supervision and with self-motivation
- Be proactive to learn part numbers as it is relevant to job function.
- Must hold an intermediate drivers license or the ability to obtain and a good driving record
- Be physically fit to carry out the demands of the position
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Please submit your resume, references and expected salary addressed to the Human Resources Manager at:

SwitchWorx Ltd.
P.O. Box HM 963
Hamilton, Bermuda HM DX
E-mail to hr@switchworx.com

Closing date: Monday, March 20, 2017

Switchworx Ltd. is a 'Drug-Free Workplace' - employment is subject to successfully passing a drug screening examination.

We are an Equal Opportunity Employer and committed to the training and development of its employees.