



SHIELD SECURITY LTD.



The Bermuda Security Group of Companies wish to recruit an innovative and experienced individual to fill the post of **Security Operations Manager**. The successful candidate will be responsible for monitoring job site security operations as well as implementing and enforcing security policies.

Key responsibilities:

- Scheduling, supervising and organizing security staff
- Input of payroll data
- Liaison with the site clients and external agencies
- Responding to public queries on security situations
- Conducting and attending staff and agency meetings
- Producing reports for upper management
- Disciplining staff
- Attending overseas and local courses, as required
- Advising upper management
- Advising on contractual matters

Key requirements:

- Proven administrative skills
- Demonstrated managerial qualities, with the ability to lead a team of security staff
- A 'hands-on' approach to being a team leader and team player
- The ability to deal comfortably with clients, at all levels
- A strong sense of loyalty and high degree of commitment
- The ability to think clearly and concisely in stressful circumstances
- Excellent IT skills, including proven experience with payroll software
- Previous experience in a security environment is advantageous

The responsibilities associated with this position will require the post holder to be on call 24/7, and to work on weekends and public holidays, as required.

Interested applicants should apply **in writing**, including a cover letter detailing their skills in relation to the above requirements and a resume, no later than February 16, 2018 to:

Human Resources Department
Bermuda Security Group
The Security Centre
P.O. Box HM 814
Hamilton HM CX
Email : recruitment@bsg.bm

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