



The Hamilton Princess & Beach Club is a symbol of luxury and service. The Hotel embraces the future as the premier luxury travel destination in Bermuda.



HAMILTON PRINCESS

BERMUDA
HOTEL · BEACH CLUB · MARINA

BERMUDA'S LUXURY URBAN RESORT

WE ARE ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITIONS. APPLICANTS MUST BE AWARE THAT IRREGULAR HOURS, INCLUDING SPLIT SHIFTS, AND PUBLIC HOLIDAY WORK MAY BE REQUIRED.

Director of Security & Emergency Management

The Director of Security & Emergency Management is responsible for overseeing the day-to-day management of the Security Department through instruction, information and direction. The Director ensures overall guest and employee safety and is responsible for the implementation and review of hotel-wide Security measures. The Director acts as a liaison within the community and policing forces and maintains awareness of current security issues.

Hotel Overview: The "Princess" has been the Grande Dame of Bermuda's hotels ever since it opened her doors on January 1, 1885. Overlooking the stunning blue waters of the breathtaking harbor, The Fairmont Hamilton Princess Hotel, Bermuda's Hotel, offers everything you could possibly need to make a truly memorable experience for our Guests. For three consecutive years, Fairmont Hamilton Princess has been recognized as a recipient of the Bermuda's Top 10 best places to work in Bermuda.

Summary of Responsibilities:

Reporting to the Director of Operations, responsibilities and essential job functions include, but are not limited to, the following:

- Work with both public and private security services to protect and safeguard all guests (i.e. VIP visits) - this is in addition to having strong liaisons in the forces
- Work with the Director of Operations to devise overall vision for Security
- Create departmental policy on Hotel emergency procedures and provide training
- Conduct orientation classes for new hotel employees regarding security procedures
- Responsible for the day-to-day operation of the Hotel's marina, including recruitment and scheduling of team members
- Provide First Aid and C.P.R. as required and respond to all emergency situations
- Knowledgeable of all legislation regarding security and policing as well as Fire, Health and Safety Regulations
- Complete computer Security reports and review on a daily basis.
- Knowledgeable in the use of all security equipment, i.e. radios, cameras, printers, computers and electronic lock systems
- Manage all aspects of the team function including Recruit, select, train and retain the best candidates, complete performance reviews, maintain scheduling, vacation days, lieu days etc.
- Oversee the Hotel Lost and Found process which includes ensuring a highly effective and timely communication process
- Perform integrity checks, fire drills and lock audits
- Participate on various hotel committees including a leading role on the Health and Safety Committee

Qualifications:

- Graduate of a certified college Hospitality Law and Security Diploma or University Degree required along with a minimum of 5 years hotel security experience
- Previous leadership experience in a similar role, supervising a team consisting of a minimum of 5 employees
- Excellent organizational skills, written and oral communication skills
- Computer knowledge of Windows, Micro-soft Word and Excel
- Current First Aid and C.P.R. certificates required
- Strong interpersonal and problem solving abilities with professional presentation
- Ability to work well under pressure in a fast paced environment as part of an effective team
- This is an On call 24 hours per day, seven days per week role.

Closing date for Applications: Friday May 4th, 2018

Apply online at

www.fairmontcareers.com

THEHAMILTONPRINCESS.COM

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