



Position Announcement

Title: Security Guard Supervisor

Reports to: Assistant Security Manager

Department: Event Services

Salary Range: \$10.00 - \$12.00 Per. Hour

Duties and responsibilities of this position include:

- Required to work 2nd shift
- Some weekends and holidays
- Supervise security personnel
- Responsible for security activity in buildings
- Making daily rounds of the buildings and grounds
- Screening visitors, vendors and other people on the property
- Providing emergency response as needed
- Training and supervising security employees
- Maintaining security records and reports
- Responding to, reporting, investigating, and documenting security incidents
- Maintain the highest standards of business ethics
- Available to make security decision while Assistant Security Manager is not present
- Set exemplary professional appearance to provide benchmark for site Officers.
- Be courteous, respectful and responsive to the general public and customers.
- Project positive and confident professional image.
- Prepare detailed Incident Reports for all emergencies or serious incidents
- Customer Service to the highest level possible

Qualifications:

- Ability to perform supervisory functions, train and evaluate performance of security personnel, schedule work assignments, and enforce security practices and procedures.
- Ability to communicate effectively and to prepare, maintain and analyze records and reports.
- Knowledge of security and safety guidelines, and of laws and regulations that affect security policies, procedures and operations
- Knowledge of security technology and security project implementation
- Must be 21 years of age or have three years-responsible work experiences
- Must have a high school diploma or GED equivalent
- Must be able to read, write and understand English
- Must be eligible to work in the United States
- Comes to work; is on time and completes shift assignments (including overtime, if assigned)
- Has a neat, professional appearance and comes to work in complete and clean assigned uniform
- Previous security supervisory experience
- Understands and successfully executes his/her post orders including enforcement of client and company policies, rules and regulations

To apply

Resumes including cover letter may be submitted to:

Mailed to: Human Resources Manager – SMG
One Myriad Gardens
Oklahoma City, OK 73102

Faxed to: 405-602-8505