



## SENIOR/SECURITY OFFICER

Amara Sanctuary Resort Sentosa, SINGAPORE

**Date Posted:** 18 May 2017

**Apply By:** 17 June 2016

**Department:** Security

**Employment Type:** Full Time

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### JOB SUMMARY:

To safeguard the premises of the Resort and safety of guests and staff.

### RESPONSIBILITIES:

1. Ensure security policies and procedures are carried out.
2. Create security awareness among staff and guests.
3. Attend to guests' requests and complaints promptly
4. Assist supervisors on Investigation and put up reports on complaints and incidents.
5. Check all books, files & all the keys in the key press, parcel passes and the CCTV and DVR equipment in the Security Office are in recording mode.
6. Check all staff, part-timers, contract workers, visitors and their possessions when they leave the Resort premises.
7. Register all visitors, part-timers, contract workers, casual labourers and issue them with security passes which must be displayed at all times when they are in the Resort premises.
8. Ensure only authorised vehicles use the Reserved Parking lots.
9. Be alert and look out for suspicious characters loitering at the lobby and other parts of the Resort. Keep a watchful eye on the luggage and other belongings that are left unattended.

### Others:

1. Perform any other duties as assigned by management

**JOB REQUIREMENTS:**

1. Support and uphold the company mission and core values.
2. Maintain high standards of professionalism, ethics, grooming and attitude towards staff and guests.
3. Perform tasks independently or with minimum supervision.
4. Good communication and interpersonal skills.
5. Have a pleasant personality.
6. Able to solve problem.
7. A strong team player.
8. Able to multi-task in a demanding environment.
9. Attentive to details.

**QUALIFICATIONS & EXPERIENCE:**

1. Minimum equivalent of Secondary education.
2. Minimum 2 years of working experience in a similar position.
3. Experienced as a an ex-police or military personnel would be an advantage.

**SPECIAL REQUIREMENTS:**

1. Willingness to travel to Sentosa.
2. Occasional exposure to outdoors and weather.
3. Able to work on shifts, weekends and public holidays.

**Interested applicants may email their resume to [career@amarasanctuary.com](mailto:career@amarasanctuary.com)**