

Security Officer Job Description

- Protect and/or watch over company assets and spaces
- Watch security cameras to detect any form of suspicious activity within the environment
- Set alarm to provide alert in case there is any form of disturbance or emergency within the environment
- Sound alarm or place necessary calls to the appropriate authorities (police or fire service) in case of any emergency
- Secure spaces and ensure the safety of those within company environment
- Control and supervise the entrance of both individuals and vehicles in the office area
- Capture and detain offenders in case further investigation is required
- Warn people of consequences of breaking certain rules like loitering and trespassing
- Monitor the exit of all employees to avoid theft of company properties
- Maintain written logs
- Provide assistance to both employees and company customers in a friendly and polite manner
- Carry out investigations and prepare reports on incidents or any form of suspicious activity that takes/took place.