

## **Job Title: - Security Officer.**

### **Job Responsibilities and Tasks:**

1. Conduct regular patrols of the premises, including parking lots, office buildings, and entry points, to identify potential risks.
2. Monitor and operate surveillance cameras and alarm systems to ensure real-time awareness of security conditions.
3. Respond promptly to alarms, disturbances, and emergencies, ensuring the safety of employees and visitors.
4. Develop and implement emergency preparedness and disaster management plans tailored to organization operational needs.
5. Enforce security protocols, including verifying IDs, controlling building access, and managing visitor logs.
6. Perform routine inspections of doors, windows, security systems, to check damage and prevent failure.
7. Prepare detailed incident reports and maintain accurate logs of daily activities and observations.
8. Provide clear guidance to employees, visitors and guests on safety protocols and emergency procedures.
9. Assist in evacuations or other emergency actions when necessary.
10. Monitor access to the property and verify identification where required.
11. Liaison with local Authorities such as Fire, Ambulance, Labour, Legal, Police etc & when the situation demands.
12. Provide assistance to guests and staff regarding safety protocols and ensure strict adherence to company safety and standards.
13. Monitor the material movement, keep a record and verify the bills as per laid standards.
14. Conducting regular fire safety drills and rescue drills for staff awareness.
15. Training as per the defined in PSARA & its frequency to be imparted by vendor and proper records to be submitted by vendor along with proper cover letters & attendance sheet.
16. Compliance documents such as Bio Data, Antecedent Report, Police Verification, certificate, Aadhar colour copy, Affidavit (in case of outstation candidates) to be filed as appropriate and kept ready for audits.
17. Inventory management of visitor pass, temporary ID badges, exception badges to be performed periodically.
18. Authorisation matrix to be created for gate pass movement along with sample signatures such that security team validates the same (No verbal approvals to be entertained).
19. Develop and implement security staff schedules, ensuring 24/7 coverage where necessary.

### **Qualification and Skills Required.**

1. Previous experience in security, military, or law enforcement is strongly preferred.
2. A graduate in security operations or equivalent is required; additional certifications in security or educational institutional experience is a plus
3. Exceptional attention to detail and situational awareness.
4. Strong problem-solving and critical-thinking skills.
5. Strong understanding of security policies, procedures, and industry best practices
6. Ability to remain calm and composed during emergencies or high-pressure situations.
7. Proficiency in operating surveillance systems, CCTV, Access Control, security software, and communication tools.
8. Excellent verbal and written communication skills for creating reports and interacting with individuals.
9. Sound & Robust Personality & Physical fit to handle patrolling, standing for long periods, and responding to incidents quickly.