

CCTV Shift Supervisor

We are seeking a professional Control Room Shift Supervisor to join our expanding team within a newly built prestigious development in Mayfair, London.

The successful candidate (SIA/ CCTV licensed) will be responsible for maintaining the day-to-day security requirements, maintaining a corporate image and high standards of professionalism.

You will also be responsible to deputise for the Site Security Manager and confidently lead the front-line team when required.

This is a full-time role, working 4 on 4 off rotation of days (07.00 – 19.00hrs) & nights (19.00 – 07.00hrs).

We offer a competitive rate of pay and you will be entitled to 28 days holiday per annum, including bank holidays.

Key Responsibilities

- Responsible for standing in as deputy to the site security manager as and when required
- Confident staff management skills
- Proactive work ethic and works well under pressure
- Anticipate clients' needs/problems before they arise and that their expectations are met and exceeded each day
- To monitor the CCTV, fire, and security systems, ensuring that all security processes are adhered to
- To ensure that all incidents are managed and responded to
- Ensuring that the Estate remains safe and secure at all times
- Ensure building/access pass requests are actioned promptly
- Ensure that all incidents are reported and responded to correctly
- Compilation of incident reports, when required
- Be seen as a visible customer focused professional greeting and engaging with visitors
- Provide a consistent professional service at all times
- Communicate visitor/client arrivals to the relevant person promptly
- Maintain a high security awareness at all times
- Undertake patrols and inspections in accordance with management instructions
- Proficient use of relevant communications equipment will require candidate to have good communication skills
- Ensuring all H&S policies are adhered to
- Ensuring that no un-authorized persons are permitted in prohibited areas
- Issue visitor passes using agreed processes and procedures
- Maintaining an accurate record of any incidents that occur

What We Are Looking For:

- Professional, highly driven, flexible, enthusiastic, proactive, self – motivated team player
- Smart and confident
- Previous supervisor experience

Have an ability to deliver succinct and clear verbal and written reports where necessary
Demonstrate reliability including the ability to deliver high standards of both punctuality and attendance in order to ensure team effectiveness and availability
Excellent interpersonal skills and the ability to interact with people at all levels
Immaculate presentation
Clear, concise and confident communication skills which are customer service orientated with a very keen eye for detail
Maintain and practice a high degree of confidentiality at all times
Computer literate and good communication skills, both written and verbal
Able to be vetted back 5 years or since leaving compulsory education
Provide support to the wider when require
Current SIA license
CCTV Licence

If you are interested in this exciting opportunity, please send you CV to catreona.archibald@cromaproception.com.

The closing date for this advert will be Wednesday the 7th of October 2020.