

SECURITY OFFICER (SO)

Main Responsibilities

General Screening	Guarding & Patrolling	Access Control	Basic Incident Response
<ul style="list-style-type: none"> • Screening people/staff/vehicle seeking entry • Person and properties checks 	<ul style="list-style-type: none"> • Guard properties, preventing thefts • Clock routes • Check for leaks & signs of fire/smoke • Check and prevent entry of unauthorized people/staff • Check that security system/equipment are working and not tampered with • Check that exits are clear and secured and doors/windows secured • Turn off unnecessary light/taps • Note and report irregularities • Check perimeter fences/walls for wear & tear or forced entry • Manage vehicle parking allocation • Check lighting is in working order • Ensure loading bay doors & good lifts are secured when not in use 	<ul style="list-style-type: none"> • Control entry & exit • Conduct identity check and pass exchange • Authorize access to staff and visitors • Operate gates, door or barriers • Supervise car parks and loading areas • Maintain access control records • Escort visitors 	<p>Respond to & report :</p> <ul style="list-style-type: none"> • Alarms, Fire related incidents • Crime, bomb, terrorist threats, suspicious person, belongings, vehicle or Public order incidents • Medical emergencies • Lift breakdown, power failure, water pipe/leaking or ruptured sprinklers