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Scheduling Coordinator-Security Guard Supervisor

Posted by: Synergy Protection Group/Synergy

Posting date: 04-Sep-2024 **Closing date:** 03-Mar-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: North York

Salary: \$24.50 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ6296788

Job description:

As a Scheduling Coordinator-Security Guard Supervisor, you will oversee the security team, ensuring adherence to safety protocols and procedures. You will conduct regular patrols, assess risks, and respond to incidents. You will manage shift schedules, provide training, and maintain detailed reports. Additionally, you will liaise with law enforcement and ensure compliance with regulations to maintain a secure environment.

Responsibilities:

- Schedule events, programs, and activities related to security operations.
- Serve as the point of contact for handling emergency situations.
- Coordinate security activities with other work units or departments.
- Monitor the quality and production levels of security services.
- Prepare and submit progress and other relevant reports.

- Resolve work problems, provide technical advice, and recommend measures to enhance productivity and service quality.
- Supervise, coordinate, and schedule the activities of security personnel.
- Train staff in job duties, safety procedures, and company policies.
- Establish and enforce work schedules and procedures.
- Conduct regular audits to ensure compliance with security protocols.
- Develop and implement strategies to address emerging security threats.
- Facilitate communication between security staff and upper management.

Requirements:

- **Secondary (high) school graduation certificate**
- **Experience:** 7 months to less than 1 year

To apply, please submit your resume info@synergyprotection.ca. We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.