



# JOB OPENING

SECURITY OFFICER - NEC OFFICE

POSTING DATE FEB 1, 2022

VIEW THE SUMMARY OF QUALIFICATIONS  
APPLICATION DEADLINE: AUGUST 3, 2022

# SECURITY OFFICER - NEC OFFICE

## Position Summary

The scope of the office security position is to patrol and monitor the Northeastern Conference Headquarters, the surrounding areas of the building, to protect all conference properties and personnel, to enforce safety and security, and to act as a visible restriction for irregular activity.

## General Summary:

The job description statements are intended to describe the general nature and level of work being performed by the employee assigned to this job title. They are not intended to be taken as an exhaustive list of all duties and skills required.

The office security officer must possess high levels of energy and demonstrate teamwork approaches in fulfilling the following tasks:

## Summary of Qualifications:

- Patrol designated property to monitor and prevent intrusion, damage, hazards, and breaches of security
- Check pumps every day in the basement to ensure that they are working properly
- Monitor and control entrance and departure of employees and visitors according to recommended protocols
- Have all persons (except ABC customers) to sign in and sign out upon leaving the building in the Guest logbook
- Call the office requested by guests or visitors in advance to announce their arrival
- Answer all telephone calls promptly with good telephone etiquette
- Provide a visible presence that enforces safety and security
- Protect property and personnel from theft, damage, trespassing or accidents
- Monitor security cameras and parking lot as well as parked cars
- Work closely with maintenance personnel to replenish bathroom supplies such toilet paper, hand towel and soap.
- Identify and investigate suspicious behavior, threats and irregular activities happening in the premises and surrounding areas.
- Respond to emergency cases, incidents, alarms, phone calls and requests for help.
- Call law enforcement numbers as needed.
- Report regulation infractions and violations.
- Detect and confront unauthorized persons and violators of security procedures
- Check property through electronic monitoring systems and physical walk-through inspections.

- Monitor and prevent movement of prohibited items into and out of property
- Conduct exterior property checks for maintenance issues, malfunctions, or hazards
- Report any problems with security systems
- Contact relevant authorities to deal with unlawful or irregular activities
- Use radio or other communication devices in a clear and concise manner
- Prepare written reports of daily activities, observations, and incidents
- Implement the prescribed emergency plan in case of emergency
- Assist in keeping lobby area orderly, neat, and free of noise
- Update and give daily report to the next security officer taking over the new shift
- Must take the 8-hour annual recertification course and any other training required by the New York State Department of State.

### **Education & Experience:**

- High school diploma or GED certificate
- New York State registration license
- Knowledge of state laws and regulations
- Working expertise of security operations, safety practices, enforcement policies and procedures
- Working ability of safety equipment
- Being able to react appropriately in emergency and high stress situations
- Be able to anticipate, identify and solve problems

### **Key Skill Requirements:**

- Detail-orientated and keen observation skills
- Good communication skills (verbal and written)
- Integrity and moral fitness
- Reliability and dependability
- Judgment and decision-making skills
- Professional appearance and attitude
- Flexible to work different schedules

**Weekly Hours:** Monday to Friday from 8:00 am to 6:00 pm (flexible hours may be required)

**Reports to:** Office Operations Manager

**How to Apply:** Submit your resume to [HR@northeastern.org](mailto:HR@northeastern.org)



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