



SECURITY SUPERVISOR

Job Responsibilities:

- ÉPrepare the Duty Roster
- ÉPrepare the Security Daily Report
- ÉAssist guest to Police Station, Embassy, Hospital and Immigration when necessary
- ÉCheck that CCTV cameras are in working order
- ÉChange the Door Lock battery where necessary
- ÉCheck that the Door Locks are in working order
- ÉHandle any case that may arise with HR and lodge police report where necessary
- ÉDo the investigation with HR
- ÉEnsure that all Security Equipment are in order
- ÉEnsure Lost & Found are kept safe and in order
- ÉMonitor all areas and ensure that hotel is secure

Job Requirements:

- ÉCandidate must possess at least a SPM/STPM, Diploma or equivalent;
- ÉRequired computing skill(s) : MS Office;
- ÉGood communications skill for both written and verbal in English and Malay.
- ÉAt least 2-3 years working experiences as Security in Hotel Industry.
- ÉMust be responsible, hardworking and have pleasant personality;
- ÉAble to work independently under minimum supervision;
- ÉMust be able to interact with all levels and dedicated team worker;