

EDK Associates, Inc./The Personnel Group, Inc. is providing this post for a Security Supervisor in the Greensboro/Winston Salem area. Relocation is not offered. Compensation is – base pay \$65 – 75 K plus 7% bonus. Contact Donald F. Wirth – Managing Partner at 908-754-6000 donalddw@personnelgroup.com

Security Supervisor

Position Summary:

Security Supervisor is responsible to protect the Company's assets by supervising the Security staff and enforcing the security policies and procedures at this facility.

Essential Duties & Responsibilities

- 1. Supervise the personnel and/or day-to-day functions of the physical security program. Provide specialized training to subordinates to ensure that they are knowledgeable about their job responsibilities, policies and procedures. Perform inspections of the Security Officers uniforms, equipment and work areas. Provide regular communications and situational updates to the Security staff on any situations or tasks that require their involvement.*
- 2. Enforce Security guidelines, policies and procedures. Review documents, forms and reports completed by the Security Officers to ensure that they are accurate and comprehensive. Maintain and keep current the site SOP's and forms.*
- 3. Conduct investigations as directed by the Security Manager. Complete case file outlining the steps and finding discovered during the course of the investigation.*
- 4. Provide support to various departments on projects and tasks that require Security assistance or involvement. Provide direct support to Human Resources during separations or special situations.*
- 5. Support the Corporate Security team during special situations or events.*
- 6. Act as law enforcement liaison (federal, provincial and local) during incidents/emergencies*

Primary Outcomes

- 1. Effectively Supervise the Security Staff.*
- 2. Enforce the Companies guidelines, policies and procedures*

Physical Security Professional (PSP)

Experience Preferred: Experience in a Pharmaceutical environment.

Company-Related Knowledge: Knowledge of company procedures related to security

Ability to render first aid or emergency treatment until formal assistance arrives

Specialized or Technical Knowledge Licenses, Certifications needed:

- Must be proficient with the items detailed in the basic training and procedures checklist at your base facility/primary site*
- Must have completed the C'Care and ProWatch tutorial program*
- Must have completed the Use of Force program*
- Must have completed the Basic Protection Officers (BPO) program*
- Must have completed the Certified Protection Officer (CPO) program*
- Must have completed IFPO advanced instructor course or similar training*

- *Must have completed FEMA NIMS training*
- *Successful execution of core duties as indicated by the last performance review where all areas must be a “meets” or above level.*
- *Act as liaison for Security Operations in the absence of management*
- *Improve and develop officer training standards*
- *Provide guidance and experience to junior grade officers*

Functional Knowledge: Able to use/enter data and create reports using a computer

Job-specific Competencies

1. Physical Strength Strong and has the vigor to meet the physical challenges of the position. Also possesses the toughness, durability, might and energy required to avoid physical strain or stress.

2. Job Knowledge Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.

3. Verbal and Written Excellent command of both verbal and written English. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, regulatory agencies and the general public.

4. Analytical Ability Good analytical and data interpretation skills. Is able to synthesize complex and diverse information, recognizing trends. Assimilates information, analyzes and reaches sound conclusions. Able to identify problems and opportunities and proactively present solutions through detailed analysis of information and data.

5. Synthesizing Information Able to bring together and organize data from different sources on context, using deductive reasoning from the simplest elements of thought to a more complex whole, from cause to effect, from principle to application

6 Initiative Does not hesitate to take the first step or action. Willing to be the originator of ideas, methods or processes. Assumes responsibility for actions and results. Doesn't use the excuse that “it isn't my job” or I thought someone else should take action.

Education Required:

Associate's Degree in Criminal Justice

Education Preferred

Bachelors degree in Criminal Justice

Experience Required:

3 years of Security/Military/Police experience

Physical Security Professional (PSP)

2+ years of previous supervisory experience