

## Security Guard Job Description

GWSI is looking for a full-time Security Officer. We are looking for an experienced and dedicated individual to ensure the safety of our premises, assets, staff, and visitors. The Security Officer's responsibilities include patrolling the premises, investigating suspicious behavior, and enforcing company policies.

### Duties

- Secure premises by patrolling property, monitoring surveillance equipment, inspecting buildings and access points
- Patrol designated areas per outlined security procedures
- Ensure all employees and visitors have proper credentials for accessing the property
- Controls the flow of traffic by directing drivers
- Maintain and record reports on observations, information occurrences, and activity.
- Respond to safety and security threats promptly
- Remove wrongdoers or trespassers from the area

### Qualifications

- High school diploma/GED required
- Must be 18 years or older
- Ability to pass a background check
- Previous security-related experience preferred
- Must be able to pass a drug screening test
- Working knowledge of legal guidelines for area security and public safety