

JOB TITLE: SECURITY OFFICER

ROLE AND RESPONSIBILITIES

As a Security Officer with Blackwell Professional Support Services, Inc., you will work in collaboration with our Operations Department and the Account Manager to oversee a physical property, protect and assist residents/tenants and visitors with high-touch customer service, collaborate with third party vendors, and meet the demands of the property. Additional duties may include:

- Provide excellent customer service to clients, vendors, and visitors
- Examine doors, windows, and gates to ensure security
- Perform security patrols in vehicle, on foot, and in areas that may not be climate controlled
- Ensure visitor check in/out procedure is followed
- Monitor building and report unauthorized persons and/or suspicious activities
- Educate individuals of property policies such as loitering, smoking, or carrying forbidden articles
- Respond and report to emergency situations in association with property policies
- Monitor assigned parking areas and garages
- Maintain approved access control to the property, including issuance and termination of access badges
- Maintain excellent communication
- Produce written reports
- Monitor cameras, alarm systems, access control systems, and other specialized software
- Answer client, vendor, and visitor questions and incoming calls
- Assist with property access during special events
- Provide oversight and access for all deliveries to the property
- Enforce parking area policies
- Observe and report events throughout the day
- Additional property specific duties may be required

QUALIFICATIONS & EDUCATION REQUIREMENTS

The list below is not to be construed as exclusive or all inclusive. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 21+ years of age required
- Valid state issued driver's license required
- Must hold a current St. Louis Security License, or the ability to obtain one
- High school diploma or equivalent (GED)
- A minimum of one-year security experience preferred
- Strong written and oral communication skills
- Possess a positive, team focused attitude
- Computer literate with a focus on reporting
- Experience with Microsoft Office products preferred
- Security software experience preferred
- Ability to work weekends and holidays as needed
- Shift flexibility is desired

ADDITIONAL NOTES

This employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualify individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.