

**Position:**  Site Security Manager

**Site: Canada Life Corporate Office**

**City:** London, Ontario

**Status:**  Full Time

**Hours: Days** **+ On call** (Monday – Friday 0715-1600hrs)

**Pay Rate:**  Based on experience and performance

Are you interested in starting a career in a fast paced and growing industry? As a provider of security services to clients with complex security needs, Paladin Security Group is offering an exciting career opportunity for you to give back to your community, while developing skills for future careers. Our training programs are also a leader in the security industry, and they will help prepare you for advancements, as well as build your resume for a potential career in law enforcement.

Position Overview:

The Site Security Manager is directly responsible for Paladin Security operations at the Canada Life site. With the support of the Paladin Security Operations Manager this position ensures high quality security services are provided to the client. These services include access control, customer service, alarm response services, guard selection and training.

**Preferred skills/qualifications:**

* Ontario Security Guard Licence
* First Air/CPR Certification
* Excellent English communication and writing skills
* Strong organization skills
* Excellent ability to learn, troubleshoot, and provide support for security software systems
* Ability to think critically and independently problem solve
* Ability to foster a team
* Motivation and ability to work independently without direct supervision
* Proficiency with MS Office applications, particularly Word, PowerPoint, and Excel
* Experience with Lenel software
* Minimum three years experience working in a managing capacity
* Superior knowledge of best practices in learning design
* Excellent customer service skills
* Preference given to those with a college diploma in security related study, ASIS certifications (APP, CPP or PSP) or bachelor’s (or higher) degree in related discipline

Essential Job Functions:

In addition to performing services to back up the duties of the Guards as necessary, the Site Security Manager shall perform the following tasks, including without limitation:

* Manage and direct Paladin Security at Canada Life – London campus
* Provide leadership and support to onsite Paladin Security staff to ensure job performance is of the highest quality and complies with contractual requirements;
* Liaise with the Canada Life and Paladin Security branch management with regard to security issues, and implementation and instructions of temporary post orders;
* Fire Safety System Audits; completed after hours to remain compliant with Local Fire Regulations
* Escalator/Elevator Operations; daily/weekly/monthly maintenance and audits compliant to TSSA standards
* Shipping and Receiving; assists department on as needed basis
* Physical demands include walking and sitting for long periods of time.
* Working knowledge of the Trespass to Property Act.
* Able to maintain a professional composure when dealing with unusual circumstances and people under conditions of urgency and in pressure situations.
* Excellent communication skills with a focus on customer service along with good computer abilities are all core requirements.
* Superior written and verbal communication skills. Ability to write clear, concise, and legible reports.
* Demonstrated punctuality and reliability, tact and diplomacy
* Oversee activity and maintenance of the National Alarm Accounts and invoicing for all the Regional Offices.
* Weekly submission of time cards
* Forecasting scheduling needs, preparing weekly schedules and relief schedules for all security serving Canada Life;
* Interview and Evaluate guards pre-placment
* Perform administrative tasks such as, but not limited to distribution and filing of occurrence reports, revisions and changes to post orders, programming of access cards for Regional Office training centers and submission of monthly, quarterly and yearly reports to Canada Life and Paladin Security management.
* Monitor, review and respond accordingly to all email messages directed to Canada Life security email mailboxes;
* Assist in developing policies for continuous improvement to services to enhance services provided to Canada Life.
* Coordinate and respond to all emergency situations as required, including medical and building maintenance emergencies.
* Liaise with fire department, police and other emergency responders as deemed appropriate and directed by the Manager.
* On call to respond to emergencies and manpower scheduling requirements.
* This list of duties is not considered inclusive but aims to provide a general outline of the role

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