

JOB DESCRIPTION – SECURITY SUPERVISOR

Title: Security Supervisor

Classification: Full time

Location: Goa Airport, MOPA

Job Purpose:

Planning and Organizing the Guarding viz., Duty allocation & planning, Leave, Holiday, Training, Uniform. Absence, Absconding, Sickness etc. Assessment of Safety and Security of the premises with daily duties. Ensure daily reporting to the security in-charge on security issues. To work as the Security Supervisor & lead the security team being deployed at the site 'Goa Airport – MOPA'.

Main Duties & Responsibilities:

1. Follow instructions & report regularly on time to the superiors & fulfill specific Client requirements.
2. Know how to carry out preventive security
3. Knowledge of the Post-wise duties including the Security management of the entire premises.
4. Ability to manage emergencies and conduct evacuation.
5. Ability of equal and fair job distribution among the guards.
6. Monitor and control the guards and ensure job effectiveness of guards.
7. Listen to the grievance of guards and extend appropriate welfare.
8. Implement the Basic Principles of security among all the guards by coaching them
9. Authentication, Authorization and Accounting and verify their performance through periodical visits to guard posts.
10. Conduct surprise visits and regular inspection of all their respective post-wise records.
11. Identify the Training, Uniform and ESI Card requirements and get these organized with superiors.

12. Periodically conduct brief meeting with the guards to get the feedback and take steps to improve the effectiveness of security.
13. Implement the necessary new system changes for the better, with the client approval / superiors.
14. Ensure that specific security requirements of the client are met and get their feedback on the security performance regularly.
15. Ensure Traffic control of people, materials & vehicles.
16. Ensure that daily post-wise jobs are allocated to all the guards.
17. Monitor shift handover / take over.

Eligibility:

- Graduate of any discipline from a recognised university
- Minimum of 10+ years of working experience in similar industry OR an ex-service person
- Good interpersonal skills including the ability to act with tact, sensitivity & diplomacy
- Ability to work flexible hours on a 24 hours per day 365 days per year shift pattern including weekends and holidays as required
- Ability to control the guarding personnel & guide them on the duties
- Lead by example to control & command the work force under him