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EUROPE'S LEADING INDEPENDENT BRAKE PAD MANUFACTURER FOR CARS, MOTORCYCLES, KARTS AND MOUNTAIN BIKES

Job Description - Security Guard/Loss Prevention Officer

SUMMARY

Position of key responsibility to ensure security of premises and staff and to preserve stock integrity.

PRIMARY RESPONSIBILITIES

1. Key Holder position as such should be independent and display utmost integrity
2. Patrol premises to prevent and detect signs of intrusion and ensure security of doors, windows and gates
3. Answer alarms and investigate disturbances
4. Monitor and authorise entrance and departure of employees, visitors deliveries vehicles and other persons to guard against theft and maintain security of premises, including the movement of stock in and out of the building
5. Conduct and log random searches
6. Update Security Log with activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
7. Call police or fire departments in cases of emergency, such as fire or presence of unauthorised persons
8. Circulate among visitors and employees to preserve order and protect property
9. Warn persons of rule infractions or violations or evict violators from premises
10. Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas, including operating the CCTV system in accordance with the CCTV Policy
11. Inspect and adjust security systems, equipment and machinery to ensure operational use and to detect evidence of tampering.

KNOWLEDGE AND SKILLS

1. Integrity and honesty
2. Excellent listening, reading and administration skills
3. Effective communicator
4. Perceptive
5. Attention to detail
6. Time Management
7. Good sense of judgement
8. Flexible for holiday cover.

WORKING CONDITIONS

Hours of work: 7am-13.15pm or 12.45-7pm, there is an option for one position to be full time, which would then include some Goods In/Out warehouse duties.

Working conditions are normal for a manufacturing and distribution centre.

Reporting to the Warehouse Manager

Closing Date: 31/08/2011