

## **CAREER OPPORTUNITY: SECURITY SUPERVISOR**

### **JOB PURPOSE:**

The incumbent in this role oversees the Security Department's operations, ensures strategic coordination with key external partners, and handles the management of staff required for the Department's daily activities.

### **ACCOUNTABILITIES:**

- Ensures adequate allocation of personnel and resources for execution of duties
- Manages the rostering of staff assigned to various locations and leave tracking
- Coordinates all details the Security Department is required to perform or support
- Establishes training matrices for the Security Department
- Leads security incident investigations
- Maintains strategic relationships with key external stakeholders
- Conducts and maintains scheduled monthly site Inspections
- Performs monthly audits on the staff
- Designs and implements security policies and processes
- Reviews and approves timesheets within the required timeframe
- Completes on-going evaluation of staff under supervision
- Completes, compiles and maintains all security related reports
- Conducts vehicle searches upon entry and exit at all locations
- Supervises sales across all assets
- Provides Weekly Security Reports on current and forecasted activities
- Performs bodyguard services for employees entering/ exiting the country and at company events
- Any other tasks as and when required

### **QUALIFICATIONS:**

- Bachelor's degree in Management or equivalent would be an asset
- Minimum of five (5) CXC passes including Mathematics and English Language
- At least ten (10) years working experience in security field with minimum three (3) years in a supervisory role.
- Possession of a Firearms Users Employee Certificate (FUEC) would be an asset
- Training and/or certificates in Safety Awareness, First Aid and CPR would be an asset
- Possess a valid Trinidad and Tobago drivers permit with a minimum of three (3) years driving experience

**Interested candidates are asked to submit their resume clearly identifying the position being applied for to:**

Email: [resume@trinioil.com](mailto:resume@trinioil.com)