

Are you a Security Officer looking for a new career?

Due to our continued growth we are now recruiting a Front of House security Officer to join Allied Universal, working in a corporate building in South-West London.

The main responsibility is to provide exceptional customer service to all visitors and residents, you must ensure you greet and assist them with a helpful attitude. You will also be promoting a culture of safety and security by being a reassuring presence offering help and guidance. You should be both welcoming and representative of the 'five-star' feel of the building and the client we are representing.

What you get:

- Salary of £9.40 p/h (PAYE) or £11.00 p/h (F4F option, payments through umbrella company).
- Training, Support and Personal Development.
- Enrolment into the company's pension scheme and staff discounts on several retail stores, restaurants, travel companies, and much more.
- Full uniform provided.

Shifts: Working 5/7 days per week. Monday to Friday Shifts (17:00-05:00 or 19:00-08:00) & Weekend Shifts (07:00-19:00, 08:00-20:00 & 17:00-05:00).

What we want:

- A valid SIA Badge DS or SG.
- Excellent written and verbal communication skills.
- Proven experience as concierge; experience in customer service or relevant role is an advantage.
- Be responsive to the client's needs and work in partnership with the client and other suppliers to support the delivery of the services.
- Must be pro-active in your duties, be able to work on your own initiative and work with others.
- Must be able to work under pressure, be able make decisive decisions during incidents and difficult situations.
- Strong knowledge of site processes and procedures, and aptitude for learning and applying such.

Duties & Responsibilities:

- 'Meet and greet' function whilst on post at the front of house. Ensuring you provide 5-star customer service to any visitors and staff members in the premises.
- Assisting with enquiries from employees, visitors and management team.
- To oversee the health, safety and welfare of all visitors and staff on the site by monitoring CCTV, regular patrols and conducting safety audits.
- Respond to service calls, alarm activations and completing various assignments as required.
- Ensuring Daily Occurrence Book is up to date with daily reports.
- To be always alert and prepared to respond quickly to incidents following the correct protocols.

To apply, please forward a detailed CV and covering letter explaining your suitability for this role.

A.U Recruit is an equal opportunity employer