

Allied Universal are recruiting a Front of House Supervisor to work within one of the most prestigious buildings in City of London.

As the supervisor for the security front of house team you are responsible for your own team and ensuring that they are safe, secure and confident in their role. This role is very much in 'the public eye' and always requires you and your team to be friendly and alert. You should be both welcoming and ensure that the culture of 22 Bishopsgate is in keeping with the client's vision.

What you get:

- **Excellent salary of £32,000 per annum.**
- **Permanent contract of employment, Monday to Friday role (must be flexible around working times).**
- 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.

Candidate profile:

- Relevant experience working as a Security Supervisor or similar role.
- SIA Door Supervisor License holder (essential).
- Programs: Microsoft Word, Microsoft Excel, Windows, Outlook.
- Professional communication and high level of written and spoken English.
- Ability to multi-task, prioritise tasks and work to deadlines.
- Strong coordination skills.
- Pro-active and able to offer new solutions where appropriate.

Duties & Responsibilities:

- Assist the Front of House (FOH) Manager with the day to day operational requirements.
- Deputise for the FOH Manager.
- Supervise the FOH team and ensure a customer focused service is always maintained.
- Responsible for the rostering of staff and ensuring the contract is staffed to contractual specifications, including appropriate holiday cover and managing staff absence
- Ensure that the FOH teams receive a duty brief as directed by the FOH Manager
- Ensure compliance with Assignment Instructions and Risk Assessments.
- Conduct regular post visits
- Escalate any serious issues relating to conduct or capability of officers.
- Ensure that your officers are fully aware of their responsibility for themselves and others to work safely and that all officers are trained on Health & Safety at work.
- Assist the FOH Manager with training and guidance of FOH team.
- Manage the issuing of radios and keys to the duty team.
- Report any Health & Safety issues on sites.
- Produce accurate incident reports.
- Respond to emergency situations.
- Work closely with the security management team.
- Ensure that the service levels for the front of house team are always maintained to the highest standard with a focus on customer service balanced with security awareness.

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

A.U Recruit is an equal opportunity employer