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<https://www.bravosecurity.co.uk/jobs/concierge-security-officer/>

## Concierge Security Officer TW9 4AW

### Description

\*\*\*Immediate start available for the right candidate\*\*\*

We are looking to appoint a Concierge Security Officer (Monday to Friday evenings) for our client's head office located in Kew, Surrey, TW9 4AW. The location is a mix of an office building and warehouse.

The ideal candidate will have great presentation and be capable of working in a reception environment, be meticulous in fulfilling the duties required and be well articulated ideally with front-of-house/concierge experience.

The applicants should live within good proximity of Kew.

### Responsibilities

Key responsibilities and duties:

- Manage the reception area i.e. sign guests in and out
- Answer and direct phone calls
- Accept deliveries
- Check cleaner bags
- Lock up the warehouses
- Ensure all fire exits and windows are closed
- Ensure A/C units have been turned off
- Lock up and secure the building once everyone has left for the evening

### Qualifications

- SIA Licence (Essential)
- First Aid (Desirable)
- Fire Marshall training (Advantage)

### Applicant must:

- Have good communication skills
- Be flexible, self-motivated and well-organised
- Be IT competent
- Be friendly, polite and efficient
- Be able to present the company in a professional manner
- Be Punctual
- Be responsible for fulfilling duties to a high standard

### Experience

Minimum 3 years security experience

We offer good rates of pay and a nice working environment. If you feel you can match the criteria as stated above, then please apply.

### Employment Type

Part-time, Permanent

### Beginning of employment

1st October 2018

### Duration of employment

Permanent

### Industry

Static Guarding

### Number of positions available:

2

### Job Location

Kew, Surrey, TW9 4AW

### Working Hours

Monday – Friday from 5pm to 9pm

### Base Salary

£ 8.75 per hour - £ 9.75 per hour

### Date posted

September 26, 2018