

OPERATIONS OFFICER - GUARDING

We wish to recruit an Operations Officer –Guarding to be based in Nairobi with the following minimum requirements and responsibilities:-

Main Responsibilities

- Manage guard force operations within Nairobi,
- Performing Risk Management analysis to our clients
- Ensuring that the clients are satisfied in terms of service provision
- Participating in the formulation and implementation of company policies
- Ensuring that the uniformed staff are correctly assigned duties to the respective locations,
- Management of payroll by ensuring that the employees get paid accordingly
- Being part of the selection and recruitment of the uniformed employees and other operational staff
- Ensuring that there is continuous update on the progress of the operational growth
- Ensuring that the clients are satisfied in terms of service provision
- Ensuring that there is proper compliance of Quality Management Systems
- Ensuring there is proper documentation in the guard force
- Performing any other operational duties as they unfold within the Group

Required Qualifications/Experience/Skills:

- Degree in a Business related field
- Minimum 5 years' experience as Operations Officer in the Security Industry.
- Experience of defining, documenting and implementing security programs, procedures, and reports.
- Security professional with proven management experience within the security industry.
- Ability to perform work with close attention to detail
- High motivation and obligation for the job.
- Strong organizational and interpersonal interaction skills.
- Ability to work independently as well as team player.
- Ability to work under high pressure situations.
- Problem-Solving Skills oriented

Applications:

Applicants should send a cover letter and CV (2 pgs max) explaining their interest in the position, what they can bring to the job and the names and addresses (including telephone and email) of three referees who are knowledgeable about the candidate's professional qualifications and work experience to hr@911group.co.ke on or before **Friday 31st March, 2017**