

Job Description for Security Supervisor

- Be responsible for the overall administrative functions of the company.
 - Supervise distribution and reconciliation of fueling activities done at all sites assigned to us by our client.
 - Oversee daily monitoring and reconciliation of logistics supplies.
 - Oversea daily duties of guards and patrollers to ensure that quality standards are being met and proper procedures are being followed.
 - Coordinate work schedules and duty assignments and a working flexible time table for guards.
 - recruitment, including interviews and hiring of security guards.
 - Perform employee evaluations and make recommendations on personnel actions.
 - Prepare and manage reports, manuals correspondence and other documents using a database of all guard.
 - Do daily, weekly and monthly reports on all our locations.
 - Supervising, patrollers and field teams in ensuring the smooth day to day running of the office.
 - Allocate funds to other staff for the smooth running of daily field operations.
 - Provide training for all new incoming guards as well as provides any necessary additional training to current guards.
 - Liaise and maintain a good relationship with chiefs and head chairman of various communities.
 - Assigning jobs and duties to individual employees and prioritizing workloads.
 - Managing calendars, responding to email and phone messages.
 - Give guidance to security guards in handling errors, problems, complaints and disputes.
 - Coordinating meetings and taking minutes and creating presentations
 - Prepare and manage of vehicle registration, employee information and communication tracking databases.
 - Tracking of communication to staff and back to head office.
 - Attend meetings with clients on behalf of Management.
 - Providing executive staff with the support needed.
 - Work with other supervisors to coordinate workplace activities with other teams.
 - Maintain records, including inventory, personnel orders, supplies and maintenance documentation.
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