



Insurance Brokers cc

Authorised Financial Service Provider, FSP No: 20662

*For Service Beyond Ubuntu*

Tel:(011) 747 5400

Fax:(011) 422 3444

Email:info@b3.co.za

1 Main Reef Road, Benoni, 1501

P.O. Box 3597, Benoni, 1500

www.b3.co.za

14 June 2023

**We are looking for a qualified security professionals to render services to provide security services to our parlour building.**

- The successful candidate will be responsible for ensuring the safety and protection of the building, its assets, and the staff and visitors within it.
- This role requires a high level of attention to detail, strong analytical and problem-solving skills, and excellent communication abilities.

BRANCH NAME	NO OF GUARDS	DESCRIPTION	WORKING HRS	GRADE
<b>Bushbuckridge</b>	<b>1</b>	<b>Night shift only</b>	<b>18h00 - 06h00 am</b>	<b>C</b>
<b>Benoni</b>	<b>3</b>	<b>1 x Day shift 2 x Night shift</b>	<b>24hrs</b>	<b>C</b>
<b>Ermelo</b>	<b>1</b>	<b>Night shift only</b>	<b>18h00 - 06h00am</b>	<b>C</b>
<b>Witbank</b>	<b>2</b>	<b>1 x Day shift 1 x Night shift</b>	<b>24hrs</b>	<b>C</b>
<b>Groblersdal</b>	<b>2</b>	<b>1 x Day shift 1 x Night shift</b>	<b>24hrs</b>	<b>C</b>
<b>Nelspruit</b>	<b>2</b>	<b>1 x Day shift 1 x Night shift</b>	<b>24hrs</b>	<b>C</b>
<b>Polokwane</b>	<b>3</b>	<b>1 x Day shift 2 x Night shift</b>	<b>24hrs</b>	<b>C</b>
<b>Burgersfort</b>	<b>1</b>	<b>Night shift only</b>	<b>18h00 - 06h00 am</b>	<b>C</b>
<b>Rustenburg</b>	<b>1</b>	<b>Night shift only</b>	<b>18h00 - 06h00 am</b>	<b>C</b>
<b>Vaal</b>	<b>2</b>	<b>1 x Day shift 1 x Night shift</b>	<b>24hrs</b>	<b>C</b>
<b>Total</b>	<b>18</b>			

## Key Responsibilities:

- Monitor and control access to the premises.
- **Patrol the premises to ensure that all areas are secure** - conducting regular patrols of the building and its surroundings to identify potential security threats and vulnerabilities.
- **Monitor and respond to alarms and security systems** - implementing and maintaining security systems, including CCTV cameras, alarms, and access control systems.
- **Provide a visible deterrent to potential criminals** - developing and implementing security protocols and procedures to safeguard the building and its assets.
- **Report any incidents or suspicious activities to the appropriate authorities** - responding to security incidents and emergencies promptly and effectively, including conducting investigations and liaising with law enforcement agencies where necessary.
- Providing training and guidance to staff on security best practices and procedures
- **Maintain accurate records of all security-related activities** - maintaining accurate and up-to-date records of all security incidents and activities.
- Conducting regular risk assessments and audits to ensure the effectiveness of security measures.
- **Provide excellent customer service to visitors and staff** - coordinating security operations when necessary by communicating with external security service providers, such as private security companies and law enforcement organizations.

- **Monitor and enforce the company's policies and procedures.**
- Remaining current with security trends and technology to guarantee that security measures continue to be effective.

**Requirements:**

- At least 5 years of experience in security operations, preferably in a similar setting.
- Demonstrable knowledge of security technologies and systems, including CCTV, alarms, and access control systems.
- Strong analytical and problem-solving skills, with the ability to quickly identify potential security threats and vulnerabilities.
- Excellent communication and interpersonal skills, with the ability to liaise effectively with staff, visitors, and external security providers.
- Proven ability to work well under pressure and respond effectively to security incidents and emergencies.
- Ability to work independently and as part of a team, with a strong sense of accountability and responsibility.
- Relevant security certifications or qualifications, such as Psira.
- If you are a highly skilled security company with a passion for protecting people and assets, we encourage you to apply for this exciting opportunity.

**Quotations can be emailed to: [security@b3.co.za](mailto:security@b3.co.za),**

**The following documents must be submitted.**

- Quotation.
- Company Registration documents.
- Valid Psira certificate.
- Company profile with references and work experience.
- Short motivational/cover letter stating what your company offers.

**Closing date: 30 June 2023.**