Security Manager

Quail Security

Job ID
10270

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LOCATION	DATE POSTED	EXPIRY DATE
8000 45 Street Osoyoos, BC V0H 1V0, Osoyoos, BC| British Columbia	27-07-2026	23-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 49.85 hourly / 30 hours per week	2 years to less than 3 years	Bachelor's degree

Job Details

Job Description

Overview

Languages

English

Wage and Hours – 49.85 hourly / 30 hours per week

Nature of Employment – Full time, Permanent

Education

Bachelor’s degree

Experience

2 years to less than 3 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Private security agency

Responsibilities

Tasks

Co-ordinate administrative services

Evaluate the operations of a department providing administrative services

Manage the operations of a department providing a single administrative service

Manage the operations of a department providing several administrative services

Collect and record administrative and service fees

Assist in preparing annual budgets

Conduct research
Plan, organize, direct, control and evaluate daily operations
Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services
Direct and control corporate governance and regulatory compliance procedures within establish
Hire and train or arrange for training of staff
Interview, hire and provide training for staff
Plan, administer and control budgets for client projects, contracts, equipment and supplies
Prepare reports and briefs for management committees evaluating administrative services
Manage knowledge
Assist in the planning and execution of financial statement audits
Manage events
Organize and maintain inventory
Supervise office and volunteer staff

Supervision
1 to 2 people

Additional information
Personal suitability
Efficient interpersonal skills
Flexibility
Judgement
Time management
Initiative

Contact Name: Kenneth Campbell

Business Address – 8000 45 Street Osoyoos, BC V0H 1V0

How to apply

Via email to hiringquail@gmail.com

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