

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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