

## Security Manager

Quail Security

Job ID  
**9819**

VIEW THIS JOB ONLINE: <https://www.youthjob.ca/jobs/9819>

| LOCATION                                                         | DATE POSTED  | EXPIRY DATE                 |                   |
|------------------------------------------------------------------|--------------|-----------------------------|-------------------|
| 8000 45 StreetOsoyoos, BC V0H 1V0, Osoyoos, BC  British Columbia | 05-06-2026   | 02-12-2026                  |                   |
| TYPE OF JOB                                                      | SALARY       | MIN. EXPERIENCE             | MIN. EDUCATION    |
| Full Time                                                        | CAD 49.85/hr | 1 year to less than 2 years | Bachelor's degree |

### Job Details

#### Overview

#### Languages

English

#### Education

Bachelor's degree

or equivalent experience

#### Experience

1 year to less than 2 years

#### On site

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

#### 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

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