

WE ARE

HIRING!

✓ **Senior Supervisor (Security)**

<p>Job Description</p>	<ul style="list-style-type: none"> • Responsible for security & protection of man, materials, machines and property/ assets in project sites with a view of instill confidence in the employees and to prevent losses due to theft / burglary etc. • To maintain records of all vehicles entering & leaving the project site. • Responding to emergency situations like alarms, incidents, and complaints of staffs. • Identify requirement of security gadgets for enhancing security system at project sites. • To ensure Self & Security Guards are smartly and correctly attired, reporting for duty punctually in the correct uniform and maintain a high standard of personal appearance at all times. • To ensure Security Guards are performing their duties to the appropriate standard & do not leave their position unless physically relieved. • To provide job training for security staff on fire, safety, security issue and first aid as and when required. • Check the movement of unauthorized personnel. • Work with outside consultants as appropriate for independent security audits and investigations as and when required. • Submit monthly security reports to the HOD/Management. • Professionally handling all sensitive and confidential information.
<p>Desired candidate profile</p>	<ul style="list-style-type: none"> • Able to work in a flexible schedule, including evenings, weekends and holidays. • Willing to work at CEO's residence cum office area (G+3). • Good degree of familiarity with security management in relating to Realtysector/large infrastructure projects, township. • Good understanding of security related gadgets available in market. • Good working knowledge of computer. • Good communication skill: proficiency in Bengali, Hindi and English. • Knowledge in Safety and Fire Fighting system is desirable.
<p>Experience</p>	<p>5-8 years</p>
<p>Industry Type</p>	<p>Real Estate</p>
<p>Role</p>	<p>Senior Supervisor</p>
<p>Functional area</p>	<p>Security</p>
<p>Education</p>	<p>Graduate, Diploma in Industrial Safety, Training in First Aid</p>
<p>Compensation</p>	<p>Rs. 4 Lacs p.a. – Rs. 6 Lacs p.a.</p>
<p>Location</p>	<p>Queen's Park, Kolkata</p>



hrd@mani-group.com



www.mani-group.com

APPLY NOW