

## **JOB DESCRIPTION**

### **LAKE SHORE INDIA**

<b>Job Title</b>	Executive – Loss Prevention	<b>Department / Function</b>	Operations
<b>Reporting Manager</b>	Manager	<b>Location</b>	Ghaziabad
<b>Position Summary</b>			
<ul style="list-style-type: none"><li>Responsible to undertake all aspects of security management including liaising with Law and Order authorities, department budget and forecasts preparation, as well as development of internal control policies and procedures</li></ul>			
<b>Duties &amp; Responsibilities</b>			
<ul style="list-style-type: none"><li>Audit sites to ensure inventory is processed, handled, and monitored appropriately, and document any errors or failures.</li><li>Develop policies and train staff in loss prevention, reduce shrinkage, and use tagging and/or report mechanisms.</li><li>Minimize the financial losses of a retail operation related to theft, vandalism, accident, and injury.</li><li>Develop ways to detect safety issues and security violations and to put programs in place to prevent repeat occurrences.</li><li>Knowledge of various Fire Fighting Systems installed in the Mall, carry out fire drills and Emergency Evacuation Exercises.</li><li>Disaster planning and maintenance of all Fire and Safety Equipment.</li><li>Management of parking spaces for effective utilization.</li><li>Liaising with local authorities like Police, Fire and Hospitals.</li></ul> <p><b><u>Additional Skills:</u></b></p> <ul style="list-style-type: none"><li>Fluency in English.</li><li>Independent, self-motivated &amp; multi-tasker.</li><li>Attention to detail and accuracy in work product.</li><li>Proficiency in MS Office.</li><li>Experience in handling emergency evacuation processes.</li></ul>			
<b>Experience</b>			
<b>Qualification</b>	Any Graduate/Post-Graduate	<b>Overall Experience</b>	Graduate with 5 years of experience as a Security in-charge, preferably from retail background to ensure normal functioning of operations in the premises and resolve problems and emergency situations

			related to casualties, hazards, theft etc. arrangements for patrolling and guarding.
<b>Type of industry</b>	Shopping Mall/Retail Property Management/ Big set-up	<b>Essential Experience</b>	Training in Security Management, Basic Safety, Rescue Operations & First Aid will be an added advantage