

JOB DESCRIPTION

LAKE SHORE INDIA

Job Title	Executive – Loss Prevention	Department / Function	Operations
Reporting Manager	Manager	Location	Ghaziabad
Position Summary			
<ul style="list-style-type: none"> 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 			
Duties & Responsibilities			
<ul style="list-style-type: none"> Audit sites to ensure inventory is processed, handled, and monitored appropriately, and document any errors or failures. Develop policies and train staff in loss prevention, reduce shrinkage, and use tagging and/or report mechanisms. Minimize the financial losses of a retail operation related to theft, vandalism, accident, and injury. Develop ways to detect safety issues and security violations and to put programs in place to prevent repeat occurrences. Knowledge of various Fire Fighting Systems installed in the Mall, carry out fire drills and Emergency Evacuation Exercises. Disaster planning and maintenance of all Fire and Safety Equipment. Management of parking spaces for effective utilization. Liaising with local authorities like Police, Fire and Hospitals. 			
<p>Additional Skills:</p> <ul style="list-style-type: none"> Fluency in English. Independent, self-motivated & multi-tasker. Attention to detail and accuracy in work product. Proficiency in MS Office. Experience in handling emergency evacuation processes. 			
Experience			
Qualification	Any Graduate/Post-Graduate	Overall Experience	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.
Type of industry	Shopping Mall/Retail Property Management/ Big set-up	Essential Experience	Training in Security Management, Basic Safety, Rescue Operations & First Aid will be an added advantage