

**NAME: SAGAR PATIL**

**B.TECH CE 3<sup>RD</sup> YEAR**

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## **1. Driver Jobs**

- **What is Driver?**

A person who drives a car, truck, etc. or a person whose job is to drive a vehicle (such as a taxi, truck, or bus).

The Full Form of DRIVER is Discipline Respect Intelligent Vision Efficient Responsibility. DRIVER means. Discipline Respect Intelligent Vision Efficient Responsibility.

Driver responsibilities include arranging regular cleaning and maintenance services for the vehicle, planning each route based on road and traffic conditions and managing payments. Ultimately, you will help us increase customer satisfaction, making sure clients depend on us for their transportation needs.

To be considered for this role, you should have a valid driver's license and a clean driving record with no traffic violations. Note that you don't need to have a car; we provide drivers with our own vehicles.

- **Responsibilities**

- Map out driving routes ahead of time to determine the most expedient trip
- Pick up clients from the place and at the time they've requested
- Collect payments and issue receipts
- Assist clients with loading and unloading their luggage
- Listen to traffic and weather reports to stay up-to-date on road conditions
- Adjust the route to avoid heavy traffic or road constructions, as needed
- Answer clients' questions about the area and local places of interest
- Ensure the car seats are clean and comfortable for all riders
- Schedule regular car service appointments and report any issues
- Book car wash and detailing services to maintain interior and exterior cleanliness of the car

- **Requirements**

- Proven experience as a Driver
- A valid driver's license
- A clean driving record

- Minimum visual acuity of 20/50 (or corrected to 20/50)
- Familiarity with GPS devices
- Knowledge of area roads and neighborhoods
- Ability to lift heavy packages and luggage
- Availability to occasionally take weekend and night shifts
- A polite and professional disposition
- Ability to remain calm in stressful driving situations (e.g. at rush hour)
- A high school diploma

## **2. Computer Operator Jobs**

Computer Operators are responsible for the running of all computer operations, making sure that both computer systems and hardware are in good working order at all times. They work in a variety of different industries and in some cases, work in-house for a sole company.

### **What does a Computer Operator do?**

A computer operator usually works in either a server room or a data centre, but in some cases, they could be asked to work remotely so that they can operate computer systems across various different sites of work. Although a little experience is required, most duties are taught on the job, especially as each system is usually a little different or each business. This also means that in most cases, the job description for a Computer Operator can vary depending on the type of industry you're working in. Depending on the business, they may also be able to work from home.

### **What are the Roles and Responsibilities of these Specialists?**

The roles and responsibilities of a computer operator include, but are not limited to:

- Providing data by operating a computer.
- Determining a sequence of operations by studying production schedules.
- Performing defined tasks as per company processes.
- Monitoring and manipulating daily jobs that are determined by a system.
- Maintaining incident logs for any issues that arise.
- Preparing any equipment that is needed for day-to-day operations by accessing various different forms of software.
- Making appropriate changes to any documentation, as and when needed.
- Resolving user issues by answering questions and requests when they arise.
- Generating reports from batch jobs and distributing to all those who are concerned.
- Troubleshooting any malfunctions.

- Ensuring operation of equipment used by completing maintenance following the manufacturer's instructions.
- Maintaining operations by monitoring error messages and making adjustments.
- Maintaining client confidence and protecting operations by keeping sensitive information confidential.
- Contributing to team efforts.
- Continuously monitoring and reacting to IT operations schedules.
- Responding to incoming telephone calls and mail inquiries from both internal and external customers regarding computer-related problems.
- Maintaining and supplying inventory by regularly checking stock levels to determine the overall inventory level.

### **3. Accountant Jobs**

Accountants ensure the accuracy of financial statements for individuals, companies, and organizations. They make sure that laws and procedures are followed, and taxes are correct and paid on time. Accountant prepared financial documentation and explains their findings to individuals or a company's or organization's management.

There are several types of accountants. Management accountants prepare financial information that is used internally by the companies that employ them. Public accountants who work for accounting firms or are self-employed perform audits and prepare financial documentation and tax forms for clients. Government accountants work with government agencies' financial records. They also audit businesses, organizations, and individuals that are subject to government regulation and taxation.

#### **Accountant Duties & Responsibilities**

Typical job duties accountants need to be able to perform include:

- Prepare budgets
- Enter transactions and reconcile account balances
- Prepare accurate work papers, schedules, and reconciliations for audit purposes
- Send invoices to accounts
- Enforce payment terms with accounts
- Stay up to date on state and local tax laws
- Work with external auditors
- Record payments and disbursements

Accountants perform a wide range of duties depending on their employer and the specific focus of their work. Whether working with corporations, individuals, or government agencies, accountants

need to be able to file legal financial documents, such as those that public companies must disclose to investors. In the case of individual clients, it might be something as basic as annual income tax forms.

Accountants working within businesses need to be able to analyze internal financial documents, make sure departments are complying with the law, and make budget recommendations.

### **Accountant Salary**

Salaries for accountants can vary widely depending on the employer. Some large firms may pay higher salaries, and independent accountants with a longstanding list of clients also can earn more.

- **Median Annual Salary:** \$69,350 (\$33.34/hour)
- **Top 10% Annual Salary:** \$122,220 (\$58.75/hour)
- **Bottom 10% Annual Salary:** \$43,020 (\$20.68/hour)

### **Education, Training, & Certification**

The minimum education required to become an accountant is a bachelor's degree. Many accountants will pursue higher degrees and certifications in order to make themselves more marketable.

- **Education:** A bachelor's degree in accounting or a related field of study is necessary to get started in a career as an accountant. Some employers prefer job candidates who have a master's degree in accounting or taxation or an MBA with a concentration in accounting.
- **Certification:** To be able to file documents with the U.S. Securities and Exchange Commission, accountants need to become a certified public accountant (CPA). Individual states grant licensure according to their own rules and regulations. After earning a college degree, accountants have to pass the Uniform CPA Examination.

### **Accountant Skills & Competencies**

In addition to formal education and a license, the soft skills necessary to be an accountant include:

- **Customer service skills:** Many accountants spend a lot of time working with customers, assessing their needs, and assisting them with their finances or taxes. This requires the speaking and listening skills that are part of customer service.
- **Analytical thinking:** Accountants need to be able to identify trends or problems when reviewing finances for individuals or businesses.
- **Problem-solving:** Working as an accountant often involves helping clients solve specific financial problems. In many cases, accountants discover problems and need to recommend solutions when this happens.

- **Microsoft Office proficiency:** Accountants will spend a lot of time working with standard software applications used for businesses, especially Microsoft Excel or other spreadsheet software.
- **Well organized:** Tracking and analyzing finances requires a high level of organization in order to stay on top of revenues and expenses as they evolve.

## 4. Apprentice Jobs

An apprentice is someone learning how to do a specialized job through on-the-job training, under the guidance of an experienced colleague. An apprenticeship differs from trade school because apprentices typically receive a salary during their training period. Apprentices may work in a variety of industries, although the most common are electrician, engineering, and mechanical apprenticeships. This role involves tasks such as adhering to workplace procedures, following health and safety guidance, updating training records, and completing tasks to gain a qualification. Apprentices should be hard-working and able to manage their time effectively, be able to follow orders, and be comfortable working as part of a team.

### Apprentice Duties and Responsibilities

The type of organization an apprentice works for will determine the exact roles and responsibilities they take on. Based on job listings we analyzed, an apprentice's duties typically involve:

#### Learn and Develop Trade Skills

As an employee-in-training, apprentices exhibit an enthusiasm to learn and an interest in the sector of their chosen trade. They display an eagerness to build their knowledge and are willing to put in the effort to develop their skills.

#### Attend Training Classes

Apprenticeships typically involve on-the-job training as well as trade-related classes, which an apprentice needs to attend on a regular basis.

#### Adhere to Health and Safety Regulations

Health and safety regulations are important, so apprentices must adhere to the business' set standards as well as comply to legal regulations. This will help ensure the safety of both the apprentice and colleagues.

## **Complete Training Assignments**

The majority of an apprentice's work is done during business hours, however, there is often a need to do homework out of work hours. Apprentices need to complete all homework to build their knowledge and skillset and to meet the requirements of the apprenticeship.

## **Follow Company Processes**

Apprentices need to follow all rules established by their employer. The processes and procedures of a company vary by sector, but apprentices are responsible for strictly adhering to these processes.

## **Apprentice Skills and Qualifications**

Apprentices have strong communication skills, can follow orders, and are comfortable working as part of a team. Typically, employers will require a high school diploma as well as the following abilities:

- **Diligence** – Apprentices are dedicated to learning their trade and are willing to put in the extra time and effort to build their knowledge and experience
- **Time Management** – Apprentices meet hard deadlines and work to strict schedules, as they are working on projects alongside their colleagues
- **Critical Thinking** – When solving problems, apprentices need to think critically to resolve the issue. This is especially true of apprenticeships in industries such as engineering, where repairing problems is a key part of the role
- **Interpersonal Skills** – Apprentices need to be able to follow instructions clearly and work well as part of a team. For this, applicants need to have good interpersonal skills
- **Troubleshooting** – Identifying problems and finding ways to resolve them is key to being an apprentice, so applicants need to be good at problem-solving and troubleshooting

## **Apprentice Education and Training**

The minimum requirement to become an apprentice is a high school diploma or GED. Depending on the industry the apprenticeship is in, applicants may need to provide proof of their strength, such as their ability to lift materials or equipment, before gaining acceptance onto an apprenticeship program. Typically, applicants will be asked to take an aptitude test, an interview, and show previous work experience on their resume.

## **Apprentice Salary and Outlook**

The median annual salary for an apprentice is determined largely by the sector the apprenticeship is in, but on average, apprentices typically earn half of the median salary for that role. For example, an apprentice electrician will earn around \$31,000 a year. Some companies provide bonuses or profit-sharing opportunities as part of their salary package.

Approximately half of apprentices receive health benefits as part of their benefits package. In many of the occupations where apprenticeships are available, the Bureau of Labor Statistics (BLS) predicts that the growth rate is expected to increase as least as fast as the average for all occupations, if not faster, through 2026.

## **5. Assistant Professor Jobs**

An Assistant Professor Level A is an experienced academic and broadly equates to the level expected of a Senior Lecturer in a comparable Australian university. An Assistant Professor Level A is expected to make a strong contribution to teaching, research and service in the Faculty and University. He or she is also expected to maintain and develop activities relevant to their profession or discipline. Appointment or promotion to the rank of Assistant Professor Level A requires a proven history of performance across all areas of the Assistant Professor Level B description, generally over at least 5 years.

### **Duties and Responsibilities**

Duties and responsibilities of an Assistant Professor Level A include, but are not limited to:

### **Teaching and Learning**

- Making an effective contribution to teaching and learning in their discipline, modelling teamwork and flexibility to ensure the pedagogical and commercial success of the Faculty and University
- Contributing to curriculum, resource, program and subject design, development, management and review as required to ensure that learning and teaching in the Faculty and across disciplines reflects best practice and a command of the field
- Continuously improving their own teaching and learning, including developing a comprehensive teaching portfolio, and contributing to the continuous development and improvement of learning and teaching across the university

- Participating in scholarly activities that influence and enhance learning and teaching in the University
- Preparing high quality subject delivery and learning support materials using any web based platforms, electronic library information systems and other teaching and learning systems developed for use in the University
- Ensuring that the graduate attributes of the University are embedded in subjects or discipline areas for which they are responsible and that there is explicit relationship of learning and teaching to University objectives
- Complying with all policies and procedures relating to teaching and learning, making every effort to contribute to the continuous improvement and effectiveness of administration of teaching and learning
- Acting as a subject coordinator and/or area or discipline coordinator including: managing the area/discipline including providing feedback and contributing to performance management; supervising tutors; carrying out related planning and coordination responsibilities; organizing the preparation and marking of assignments and all examinations; invigilating examinations; and submitting grades
- Conducting lectures, tutorials, workshops, practical classes, demonstrations, field excursions, clinical sessions and other appropriate learning activities as required
- Ensuring that students are adequately informed of the requirements and conduct of learning activities
- Encouraging regular and effective consultation with students
- Providing flexible, consistent and timely approaches to assessment and feedback that foster independent learning, incorporate relevant developments, and reflect best practice
- Obtaining feedback from students, peers and employers on individual teaching, the subjects and programs for which they are responsible, and the implementation and pedagogy
- Contributing to internal and external reviews and accreditation of subjects and programs for which they are responsible
- Providing respect and support for the development of students as individuals and thereby contributing to creating the unique Bond experience for students in their learning
- Providing approaches to learning that influence, motivate and inspire students to learn

### **Research and Scholarship**

- Providing a continuing high level of personal commitment to, and achievement in, a particular scholarly area and as a result, generating high level research outcomes
- Developing a record of publication in top ranked and other research and scholarly journals and other forms of publication and recognition of that record within the research community
- Participating in research projects and research teams (where appropriate)



- Succeeding in applications for research funding, whether individually or as part of a team
- Supervising the program of study for honours students and postgraduate students undertaking research projects
- Participating in development opportunities to improve research and supervision skills
- Contributing to developing, mentoring and providing feedback to junior researchers
- Contributing in the Faculty and University in the policy development, management and review of research

#### Service, Administration and Professional Contributions

- Within the Faculty and/or University, making a contribution to two or more of and taking a significant role in at least one of:
- A significant aspect of promotion, marketing, and recruitment activities
- Extra-curricular educational activities that impact on employers and/or the wider community
- A significant aspect of alumni and/or development activities
- Management and administration of a major aspect of the Faculty's teaching, research or student service activities
- A significant Centre
- Management and administration of a significant area (eg, teaching and learning, student support, postgraduate programs, quality assurance) across the Faculty and/or University
- Making a contribution to the profession and/or discipline including:
- contributing to relevant professional societies and to the community and
- developing and participating in short courses, seminars and conferences programs as appropriate Adhering to University and Faculty Policies.
- Contributing to department and/or faculty meetings, and serving on committees as required
- Contributing to the financial viability and success of the Faculty and University

## 6. Associate Professor Jobs

The Associate Professor's responsibilities include teaching a number of classes and seminars, attending conferences, conducting research, and supervising students. You should be able to collaborate with colleagues, advise teaching assistants, and tackle several administrative tasks.

To be successful as an Associate Professor, you should be able to work to tight deadlines and juggle multiple responsibilities. Outstanding candidates have excellent management knowledge,

networking skills, and the ability to build strong professional relationships with both students and colleagues.

**Associate Professor Responsibilities:**

- Developing and delivering course material, curricula, and syllabi.
- Assisting with the training and recruitment of new lecturers, teaching assistants, and Professors.
- Conducting research, publishing papers, and attending conferences.
- Attending academic events and networking with other researchers and field experts.
- Supervising, advising, and mentoring teaching assistants and graduate students.
- Participating in faculty and departmental meetings.
- Shortlisting, interviewing, and selecting students for graduate programs.
- Organizing guest seminars and faculty events where students can interact with established industry professionals.
- Traveling to other higher education settings to gain experience and expand networks.
- Writing proposals to secure research funding.

**Associate Professor Requirements:**

- A Master's or Ph.D. in the relevant discipline.
- Extensive experience teaching in an academic setting.
- Proven academic prowess.
- Excellent research, teaching, and presentation skills.
- Willingness to engage with a range of professionals and students.
- Dedication to excellence in your field.
- A professional attitude and great work ethic.

## **7. Assistant Engineer Jobs**

Assistant engineers work on a range of engineering projects and report to the senior engineer. They may be employed in civil, chemical, electrical, or manufacturing engineering fields and typically assist with the design, development, and evaluation of processes and products.

**Assistant Engineer Responsibilities:**

- Understanding and carrying out all tasks given by the Senior Engineer.

- Collaborating with other engineers and workers to design, develop, test, and improve products and engineering processes.
- Ensuring all expenses stay within the allocated budget.
- Performing regular inspections of equipment and scheduling maintenance or repairs.
- Providing assistance to different staff or engineering teams.
- Inspecting inventory and reporting inconsistencies as well as ordering more materials.
- Producing CAD drawings according to specifications.
- Evaluating all products and processes and ensuring standardization of quality assurance measures.
- Participating in various learning experiences, which may include attending workshops and training sessions.
- Calibrating and troubleshooting equipment as required.

#### **Assistant Engineer Requirements:**

- An associate's degree in the relevant engineering discipline.
- A bachelor's degree may be preferred.
- A completed apprenticeship or similar experience is recommended.
- Strong analytical, troubleshooting, problem-solving, and communication skills.
- Practical experience using CAD software may be required.
- Ability to follow instructions and to collaborate with others.

## **8. Assistant Jobs**

Unlike an administrator who tends to look after a team, a personal assistant (PA) typically carries out administrative work on behalf of one individual. This individual is usually a manager or executive in a commercial, not-for-profit or public sector organisation. The role of a PA is to free an executive's time from organising and administrative tasks so that they can spend maximum time on strategic tasks. Responsibilities typically include:

- acting as a first point of contact: dealing with correspondence and phone calls
- managing diaries and organising meetings and appointments, often controlling access to the manager/executive
- booking and arranging travel, transport and accommodation

- organizing events and conferences
- reminding the manager/executive of important tasks and deadlines
- typing, compiling and preparing reports, presentations and correspondence
- managing databases and filing systems
- implementing and maintaining procedures/administrative systems
- liaising with staff, suppliers and clients
- collating and filing expenses
- Miscellaneous tasks to support their manager, which will vary according to the sector and to the manager's remit, eg completing some corporate governance reporting (to ensure that the business is being run properly and complying with legislation and regulations) or conducting research.

It is also possible for a PA to work for a wealthy family or individual, instead of for a corporation. If this is the case, the work of the PA may also cover home or personal life maintenance tasks, such as ensuring MOTs are up to date or hiring cleaners.

The job title for this kind of role, and its seniority, will vary according to the employer. In some organizations, the job titles 'personal assistant' and 'executive assistant' are interchangeable. In others, an executive assistant is more senior than a personal assistant and will take on more responsibility, such as some corporate governance or team organization work. In some organizations, a PA role is an entry-level job; in others, it requires a great deal of experience and is paid accordingly. Depending on the employer, too, a personal assistant role may be combined with that of an administrator or it may be a more senior position to which administrators can progress.

## 9. Assistant Loco Pilot Jobs

The post of Assistant Loco Pilot is common in the Indian Railways under the Ministry of Railway and at various metro rail corporations within the country. The post of Loco Pilot is a promotional post and the direct recruitment is on the post of Assistant Loco Pilot. Assistant Loco Pilot is promoted to the Senior Assistant Loco Pilot post and then promoted to Loco Pilot level. After certain years of experience as Loco Pilot, the workman is promoted to Power Controller, Crew Controller, Loco Fireman (Loco Supervisor).

The appointment on Assistant Loco Pilot post is done as Group 'C' personnel at most of organizations. Role of an Assistant Loco Pilot (ALP) is very important in Railways. ALP helps the Train Driver in running operations. Working as Assistant Loco Pilot is required maintains attention for long hours and must be able to respond quickly. ALP's duty is to perform various responsibilities related to sending signals, ensuring proper running of the loco, and assisting seniors for minor repairing if requires while running.

### **Eligibility Conditions for Assistant Loco Pilot**

To become an Assistant Loco Pilot (ALP) a candidate needs to have qualified matriculation or equivalent qualification in any stream from a recognized board or university. Candidates must have completed Act Apprentice or ITI pass or Diploma in Mechanical/Electrical/Electronics/Automobile Engineering from an institution recognized by AICTE.

### **Age Limit for Assistant Loco Pilot**

To become a Assistant Loco Pilot a candidate's age must fall into the range of 18 years to 28 years. The reserved category (SC/ST/OBC/PWD/ExSM) candidates get relaxation in upper age limit according to the rules laid down by the Government.

### **Selection Process for Assistant Loco Pilot**

The selection of candidates for Assistant Loco Pilot posts is done on the basis of their performance in the Academic Records, First Stage Computer Based Test (CBT 1), Second Stage Computer Based Test (CBT 2), Computer Based Aptitude Test (CBAT) and Document Verification. CBT1 is conducted for 60 minute duration and consists of 75 questions while in CBT2 is consists of 150 questions in two parts – Part A and Part B. Part A is of 90 minute duration and consists of 100 questions while Part B is of 60 minute duration and consists of 75 questions. There is negative marking of 1/3 in CBT at both the stages.

The candidates who qualify both the rounds (CBT1 & CBT2) are called for Computer Based Aptitude Test (CBAT) and after qualifying candidates are called for document verification.

### **Salary Structure of Assistant Loco Pilot**

Salary for the post of Assistant Loco Pilot is given as per the Pay Matrix Level- 2 and Rs.1,900/- of the Seventh Pay Commission. Apart from this, various allowances - DA, HRA, Running, Night Duty Allowance, Transport Allowance, etc. - are also given.

## **10. Assistant Public Prosecutor Jobs**

Assistant Public Prosecutor/s is the one who examines the charge sheet prepared by agencies and submit the acquittal or discharge. They also are responsible for the evaluation of evidence and filing revision petitions. They also conduct the criminal proceedings in the Court of Metropolitan Magistrate.

### ***About the Opportunity***

The UPSC is inviting applications from eligible Advocates for filling up 80 vacancies for the post of Assistant Public Prosecutor, for 2021.

### ***Eligibility***

- Education: Degree in Law of a recognized University or equivalent (equivalent may be treated as LLB)
- Experience: Three years experience at the bar.
- Age Limit: Must not be older than 30 years of age
- Desirable Experience: Experience as Government Advocate

### ***Duties***

To conduct cases in courts of Metropolitan Magistrates on behalf of Govt. of NCT of Delhi/Teach Law in any institution/organization and give advice to police in criminal cases/maintain record/statistical information of criminal cases pending in MM Courts.

### ***Application Fees:***

- Candidates are required to pay a fee of Rs. 25/- (Rupees Twenty five) only either by remitting the money in any branch of the SBI by cash or by using the net banking facility of the SBI or by using visa/master credit/debit card.
- No fee for SC/ST/PH/Women candidates of any community.
- No fee exemption is available to Gen/OBC/EWS male candidates and they are required to pay the full prescribed fee.

### ***How to Apply?***

- Apply only Online against the official advertisement on the Online Recruitment Application (ORA) website and NOT write to the Commission for Application forms. They are also requested to go through carefully the details of posts and instructions published below as well as on the website.
- Applications received through any other mode would not be accepted and summarily rejected.
- Candidates must upload the documents/certificates in support of all the claims made by them in the application like Date of Birth, Experience (preferably in prescribed format), Desirable Qualification(s), etc., or any other information, separately against each claim in a pdf file.

- Candidates Are Advised To Fill Their Correct And Active e-mail addresses in the online application as all correspondence will be made by the commission through e-mail only.
- Candidates who wish to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner.
- After submitting the Online Recruitment Application (ORA), the candidates are required to take out a print out of the finally submitted Online Recruitment Application.
- Candidates are not required to submit to the Commission either by post or by hand the printouts of their online applications or any other document.
- The applicants are advised to submit only a single Online Recruitment Application for each post; however, if somehow, if he/she submits multiple Online Recruitment Applications for one post, then he/she must ensure that Online Recruitment Application with the higher Application Number is complete in all respects including fee.

*Please Note: Click on the link given at the end of this post for application for the role of APP [Vacancy No. 21010211223]*

#### **Selection Procedure**

- The date for the interview on which the shortlisted candidate is required to bring the printout of his/her online application along with other documents At UPSC shall be intimated separately.
- The category-wise minimum level of suitability in interviews, irrespective of whether the selection is made only by interview or by Recruitment Test followed by an interview, will be:
  - UR/EWS-50 marks
  - OBC-45 marks
  - SC/ST/PH-40 marks, out of the total marks of the interview being 100.
- In cases where selection is made by Recruitment Test (RT) followed by the interview, the candidate will have to achieve the minimum level of suitability in their respective category at the Interview stage.
- Candidates will be informed of the final result in due course through the UPSC website/ Employment News and any interim inquiries about the result are, therefore, unnecessary and will not be attended to. T
- In the event of the number of applications being large, the commission will adopt shortlisting criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods:

- On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed.
- On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- By counting experience before or after the acquisition of essential qualifications.
- By invoking experience even in cases where there is no experience mentioned either as Essential Qualification (EQ) or as Desirable Qualification (DQ).
- By holding a Recruitment Test.

## **11.Security Officer Jobs**

We are looking for a competent **Security Officer** to undertake the surveillance of our premises and protection of our staff and visitors. You will be responsible for detecting any suspicious behavior and preventing vandalism, thefts or other criminal behavior.

A security officer must be well-trained in surveillance and dealing with perpetrators. The ideal candidate will inspire respect and authority as well as possess a high level of observation.

The goal is to help the company in maintaining excellent working conditions by keeping our facilities safe and problem-free.

### **Responsibilities**

- Patrol premises regularly to maintain order and establish presence
- Monitor and authorize entrance of vehicles or people in the property
- Remove wrongdoers or trespassers from the area
- Secure all exits, doors and windows after end of operations
- Check surveillance cameras periodically to identify disruptions or unlawful acts
- Investigate people for suspicious activity or possessions
- Respond to alarms by investigating and assessing the situation
- Provide assistance to people in need
- Apprehend and detain perpetrators according to legal protocol before arrival of authorities
- Submit reports of daily surveillance activity and important occurrences

### **Requirements**



- Proven experience as security officer or guard
- Knowledge of legal guidelines for area security and public safety
- Familiarity with report writing
- Excellent surveillance and observation skills
- Tech-savvy with experience in surveillance systems
- Trained in First Aid/BLS and self-defense
- Registered as a security officer
- High School diploma is required