Position summary:

A leading global risk management firm is seeking a Remote Security Support Assistant to support day-to-day administrative activities for one of the firm's executives.

About the Company:

The firm isheadquarteredin the Jacksonville,Floridaarea with branch consulting offices inWashington,DC and in Europe.

From security management, crisis response, training, and information security services, the firm offers a wide range of capabilities to help clients operate safely and efficiently, no matter where they are in the world.Recommendedand managed solutions are tailored to clients’ objectives and the unique risks they face in their operating environment.

All firm staff are vetted, well trained, and enjoy open lines of communication with senior managers.

If your qualifications, experience, and interests align with this role and you would like to work with an established industry professional who is passionate about helping clients solve dynamic problems, then I invite you to submit your application today.

DUTIES AND RESPONSIBILITIES:

Drafts preliminary reports including security activity reports using provided information, review and edits to technical documents, including proofreading policy and procedure documents, training materials and other security-related communication content which support client operations and projects.

Monitors’ travel updates, provides immediate notification to key stakeholders for travel restrictions, which may affect ongoing or potential client travel activities.

Collaborates with teams in a consultative and proactive approach to facilitate their business objectives in markets with dynamic and complex security challenges.

Able to provide immediate notification to risk managers for safety and/or security-related incidents and crises.

EDUCATION AND QUALIFICATIONS:

At least two (2) Years of technically relevant experience from backgrounds such as commercial security management, military, or law enforcement.

Undergraduate degree in a relevant field preferred but not required.

Industry certifications preferred but not required(SIA, ASIS, INSSA).

Ability to communicate fluently, both in writing and orally, in English.

Submission of three (3) Professional references.

High level of professional proficiency with email and computer skills, to include MS Word, PowerPoint and Excel pro

Completion of a criminal background check.

COMPENSATION:

Contractor will be paid a competitive compensation with the potential for full-time contract employment following a part-time based probationary period.

The firm is an equal opportunity employer. We handle any information you submit, along with a job application according to our privacy policy.