

## JOB DESCRIPTION

JOB TITLE	Security Associate
FLSA STATUS	Exempt
DEPARTMENT	Security
REPORTS TO	Security Manager
<b>POSITION OVERVIEW</b>	
<p>Based on-site at our Long Island City location, this full-time position is responsible for monitoring our Company's security systems to ensure the on-going integrity and security of our facilities as well as our people. Our facilities are highly security with robust access control and camera monitoring equipment. We are looking for someone who is detail-oriented and committed to fulfilling security industry best practices. The ideal candidate will have law enforcement experience and a current gun license. Additionally, we are looking for someone who takes initiative as well as direction well. Success in this role requires great interpersonal skills, a sensitivity to context, a keen situational awareness, and a commitment to teamwork.</p>	
<b>OUTCOMES</b>	
<p>Ensures security and safety of building's employees, customers, visitors, contents, and facility.</p>	
<b>MAY PERFORM SOME BUT NOT ALL OF THE TASKS BELOW</b>	
<p>Monitoring video surveillance system for functionality as well as unusual activity            Covering stations when colleagues are unavailable            Maintaining vendor, visitor and contractor log            Issuing building passes            Monitoring alarm systems            Issuing access cards            Maintaining access card records            Monitoring building facility operations            Maintaining Security log            Receiving and properly processing FedEx shipments            Controlling ingress and egress to Shipping Department Fire Safety Director for Facility            Managing all Access Control for Facility            Coordinates with building tenants in support of their access/special events needs            Coordinates with Communications and on their deliveries and pick-ups            Coordinates AED program to ensure that all sites complete monthly operations inspections and that re-certificates and trainings occur in a timely way            Ensures that the security portion of the Lifecycle database is updated in a timely way            Supports and coordinates with Executive Floor staff all security related issues            Ensures that milestone cameras, access control and alarm building issues are addressed promptly 24/7</p>	

## KNOWLEDGE REQUIREMENTS

Relevant computer skills  
Communication skills  
Conflict Management  
Discretion  
Fire safety training  
First Aid, CPR, and AED  
Emergency Action Planning  
Advanced knowledge of security surveillance system  
Advanced knowledge of the security access card system  
Time management  
Good interpersonal skills  
Attention to detail  
Hand-eye coordination  
Excellent eye sight

## MINIMUM REQUIREMENTS

High School Diploma  
  
Former law enforcement officer preferred. Gun license required.  
  
3+ years in Security Field