



Guest Service Officer (Security Officer)

You will be responsible for safety and security of the guests and staff of the Lodge and all properties there-in. Guard all entrances to ensure that no unauthorized persons are permitted to enter the Lodge. Assists in the detention of person/s found committing criminal offences.

Duties & Responsibilities:

1. Safeguard the property of guests, staff and Lodge from theft, vandalism, arson and other criminal acts, and take appropriate actions against any person/s doing so.
2. Make regular rounds of all corridors and areas in the Lodge.
3. Be familiar with all entrances and exits of the Lodge where unauthorized person/s may gain entry.
4. Record all unusual incidents and report to the Security Manager without delay.
5. Prevent the harassment of guests from unauthorized person/s.
6. Provide proper assistance to the Police and Fire services as and when the need arises.
7. Be thoroughly familiar with all safety rules and regulations including Fire Fighting Procedures and equipment, to render assistance in any emergency cases.
8. Carry out any other duties or instructions pertaining to the safety and security of Lodge and when directed by the Security Manager, Duty Manager, Front Office Manager and the Management Staff.

Requirements:

1. Minimum G.C.E. 'N' Level.
2. Minimum 1 years of working experience as security guard.
3. Applicant with Security license preferred.
4. Able to perform shift work.

Interested applicants are invited to email detailed resume indicating current and expected salaries to hr@ywca.org.sg or call our HR Department at Tel: 6223 1227.



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