***Sodexo Security Officer - Corporate (Leeds)***

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**Security Officer – Corporate.**

**Leeds and surrounding area.**

**Site related pay £9.00 PH, Full Time Position.**

Sodexo Security are currently looking for Corporate Security Officer to be based in the *Leeds area.*The successful candidates will be expected to be trained on both the locations and be expected to assist where and when required. All applicants must have a valid SIA Licence to carry out licensable activities and ideally hold a CCTV & Microsoft / Computer Qualification. Due to the nature of the sites, a full clean DBS needs to be provided so it can be disclosed to the customer. Full training will be given on all our locations and we ask in return for a committed, professional and reliable Officer to join our Company. The role would be perfect for someone who is reliable, flexible and someone who is looking to progress and ensure that the high levels of service is continued.

**Responsibilities of the Corporate Security Officer:**

* Ensure the safety and security of people, premises and property
* Undertake patrols and inspections throughout the sites.
* Cover car park & lock/unlock duties.
* Assist staff, contractors and visitors to & around site.
* Ensure all H & S policies are adhered to.
* Ensuring that no unauthorised persons are permitted on site & in prohibited areas.
* Maintain an accurate record of any incidents that occur.
* Required Corporate experience: 1 year in a similar role.

**Requirements of the Corporate Security Officer:**

* SIA Level 2 - supervisor or guarding qualification.
* Fully comprehensive 5 year work/education history.
* Clear communication, full knowledge of the English language.
* IT qualifications & administration skills. (A Must)
* Excellent customer service skills.
* A full UK driving licence and access to own transport is desirable for this role
* Security systems knowledge & telephone skills.
* CCTV licence desirable but not essential.

 **Incentives for the Corporate Security Officer:**

* Working a mixture of days, nights and weekends and covering 12-hour shifts. Applicants will need to be flexible. Shift pattern; 4 on / 4 off, Days & Nights.
* 20 days’ annual leave per year inclusive of bank holidays.
* Full and ongoing training with a view for career development.
* A range of employee discounts for the purchase of goods and services.
* Sodexo corporate concierge uniform provided.
* Gym Access on site, Staff Shop, Restaurant & Costa Available on site.