

Position Title	:	Security Guard Team Leader
Department	:	Administration
Report to	:	Head of Admin
Reportee (if any)	:	N/A
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

- To monitor, schedule, and lead the security guard team to ensure that the university is safe for everyone on the premise
- To ensure that the university access is full for operation without having exposure to safety risk

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Supervise, schedule, and lead the guard teams of both day time and night time to ensure that the university is free of insecure or other risks of accidents.
- Coordinate and cooperate with all departments regarding risks of safety and security of the students and staff in the university
- Maintain and facilitate the access to all rooms and offices to ensure that it is properly locked/unlocked, powered on/off, and safe by controlling the locks and keys for all physical accesses in the university.
- Be able to intervene the quarrels, fighting, or any accidents among students and even staff.
- Assist the admin office to relocate furniture and fixture and other assets
- Patrol around the campus to ensure that subordinates are performing duty well and observe any risk exposure.

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 1 year working experience in the security work
- Strong and healthy appearance
- Good interpersonal, problem solving, and communication skills
- Committed, acquired principle but flexible with work
- Computer literacy for MS office application
- Be proactive and have enough and fast info of security situation around premises.
- Sociable and be ready to learn something new

2. Education:

- At least high school graduation
- Record of joining military or police force is preferred.

3. Personal Quality

- Committed, acquired principle but flexible with work
- Sociable and be ready to learn something new