

Assistant Security Manager at Fairmont Hotels & Resorts

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Job Description

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The Fairmont Norfolk is a historic hotel in Nairobi, Kenya and is owned by the luxury hotel chain, Fairmont Hotels and Resorts. The hotel has rooms, 4 restaurants, and consists of 5 main blocks, each ranging from 1 to 2 stories high. The hotel has a signature Tudor style of architecture that has been maintained since its original construction.

Responsibilities

Responsible for directing and coordinating the activities of security team

Streamline the security procedures to safeguard the property

Work with Department Heads to confirm all staff understands security procedures

Organizing patrolling of the property to deliver a safe Guest and Member experience

Train Security Officers in the operation of surveillance equipment, written reports, record keeping, patrol and first aid procedures

Disseminate all information by the Management to team members

Conduct all criminal investigations, put up accompanying investigation papers and reports cases which occur within the waterpark

Inspect all Security equipment to ensure that they are in working order and that all cameras are correctly focused

Cultivate Informers with the intention of obtaining information of security interest that may be of immediate or future use to the Department for prevention and detection purposes

Record all activities involving the Department in the Daily Security Report

Provide security coverage for VIP guests

Update Security Manager constantly on all matters of security interest affecting the waterpark and the department

Always be on-call, including off-duty hours, for any emergency that may arise

Qualifications

Previous experience in a similar capacity

Degree in Criminology or related field

Good written and verbal communication skills

Report writing skills

Certificates in CPR, First Aid Management and Basic Fire Fighting

No criminal record

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