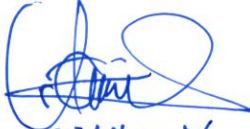






JOB DESCRIPTION

TITLE	Security
Report to	Chief Security
Department	QHSE
Qualification Level	Staff
Education	Senior High School
Training	<ul style="list-style-type: none"> - Emergency Drill - HSE General Induction
Basic Competencies/Skill	<ul style="list-style-type: none"> - Good verbal Communication - Good personal behaviour - Hardworker, honest, and can work underpressure - Able to socialize with quicly - Able to work independent and team - Strong initiatife - Excellent judgment aptitude with a solid ability to detect imminent threats - Effective listening skills - Demonstrated ability to handle and resolve conflicts in an effective manner
Experience	1 year experience in related field
Responsibilities	<ul style="list-style-type: none"> - Patrol areas and check doors, gates and windows for signs of unauthorised entry - Malfunctions, unlocked security doors and report incidents or problems to the appropriate authority - Record times of inspections and presence of authorised persons - Observe and report suspects to police, or apprehend offenders when appropriate and detain them until police arrive - Monitor computer alarm systems, closed-circuit television (CCTV) systems and communicate by radio with mobile units to attend alarms - Issue security passes, give directions and make security arrangements for authorised visitors - Comply with the K3L policy that applies in the company - Actively involved in all Safety, Health, and Environmental protection program - Perform all duties assigned by management team <p>Notes: <i>The responsibilities and job descriptions are not limited to the listed above but the supervisor/manager may assign other related duties as required by the company</i></p>
Special Skills	

APPROVAL

 Name : Sri Utami N Date : 08 April 2021		 Name : GRACIA-J. Date : 08/09/2021	 Name : usdin Date : 08/09/2021
Human Resources	Supervisor/Coordinator	HOD	Employee