

# Job Description

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Job title	Security Coordinator	Date
Reports to (title)	Senior Security Manager	
Contract/Department		Revision
Location		

## Job purpose

Describe the overall purpose of the job in two or three sentences.

Provide timely and effective administrative support to the EMCOR UK security management team and the wider account. This will also include being the main point of contact for all stakeholders.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- To maintain central files for all staff clothing and PPE.
- To manage the departments expenses and mileage form submission with accuracy and detail.
- To work with the team to ensure all IT and Mobile Phones requests and logged and submitted with correct approvals.
- To assist with the administration of overtime payments for the operational staff.
- To ensure all office supplies, stationery, toners etc are ordered on time and that supplies are kept to a reasonable level.
- To carry out archiving of documents as and when required.
- To raise JDE orders upon request by Management.
- To ensure the incoming post is distributed.
- General photocopying and scanning of documentation.
- Data input duties as and when required.
- Administration of staffing rotas.
- Administration of the security training function.
- To assist in the administration of licensing, vetting, screening and recruitment.
- To assist in the administration of governance and compliance of the security control rooms.
- Administration of purchase orders and finance enquiries.
- To take accurate minutes of security management meetings (as and when required).

### General:

- Answer incoming phone calls in a professional manner and pass on messages.
- Any other duties as requested by Management within reason
- To promote the company Visions and goals.

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## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Advanced administrative experience in a busy corporate environment.
- Excellent written and verbal communication skills. Must have an excellent command of the English language.
- Advanced IT Skills, including word, Excel, PowerPoint and Smartsheets.
- Highly adaptable approach to a demanding administrative function.
- Good interpersonal and organisational skills
- Ability to work on own initiative and as part of a team.
- SIA DS license desirable but not essential.
- Knowledge of the corporate security, government, HM forces, police sectors is highly desirable.

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

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Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	