



**Job Description
Security Officer
Division: Operation**

JOB DESCRIPTION	
Job Title	Security Officer
Salary Range	\$6,735.17 p.a.
Location	Main Office @ Matautu-Tai
Hours of work	Shift Work
Reporting to	Supervisor
Responsible for	N/A
Contractual Status	Permanent Subject to six months probationary period
Primary Objectives	To ensure the security of staff, Corporation assets, passengers/clientele, vehicles and cargo at Main Office at Matautu-Tai at all times.
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> ❖ Monitor and guard the entrance and exit points for Main office ❖ Provide guidance on car parking for Corporation clientele and ensure that the office and staff car parking is managed ❖ Accompany Supervisor/Assistant Supervisor where required during cash counts and banking ❖ Guard Corporation's assets and office facilities and report any damages or repairs/maintenance required to Supervisor/Assistant Supervisor ❖ Assist booking/reservation officers in managing the queue during busy schedule seasons ❖ Provide security for Lady Naomi at the wharf and clients vehicles parking at SSC car park ❖ Perform any other official duties assigned by the supervisor

Continued Professional Development

The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses to enhance personal knowledge, skills and experience.