***One of India’s leading producers of fertilizers and industrial chemicals,***

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees’ capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

**JOB DESCRIPTION**

*Designation: Asst. Manager- Security Function: Security & Transport*

*Location: K1 Taloja Sector: Manufacturing*

*Purpose of the Job:* This role is responsible to ensure alertness at the allocated gate and ensure the security check maintained of the allocated area

To ensure proper recording of all movement pertaining to access control & follow up on running of buses & emergency vehicle

To ensure that the security measures are maintained without any deviation as per SOP

* **Overview/ Responsibilities: As a < Asst. Manager- Security>, you will be expected to:**

|  |  |
| --- | --- |
| ***Key Accountabilities for the position*** | ***Major Tasks for the position*** |
| Security Manpower & Gadgets | Ensure that all security Guards have reported to their respective posts as per duty schedule and make necessary arrangement for replacement in case some one is absent or sick. Also to ensure availability/serviceability of the security gadgets and carry out briefing to security guards before deployment at their respective post.  |
| * Issue of passes to contract workers,

Records | Receive the authorization from P&A, check individual ID, issue passes after completion of Medical and Safety training and carry out registration in CLMS.To maintain all the records neat and clean and ensure that Security Supervisors/ Guards are also maintaining their records similarly.  |
| Parking , Man & material Movement. | * Ensure that no vehicles is parked at no parking places and only authorized vehicles are parked at reserve car parking.

Ensure all movement of Men & Materials are recorded properly in the respective registers. No unauthorized in/ out movement take place at any access point. Also to update Head counting list after each shift. |
| Routine Checks & Emergency & Incidents | * Ensure that all routine checks are carried out at all access points in accordance with orders from time to time and SOPs/ Safety Permits/Check lists.
 |
| Training & Development | * To impart adequate training/briefing to all the Contract Security guards in particular shift and improve their performance level
 |
| ***Educational Qualifications*** | ***Total years of experience*** |
| Graduation in any discipline | * 8 to 12 yrs experience ( Including Defense experience)
 |
| ***Technical /Functional Expertise:***  |  |
| * Knowledge of company policies & procedures
* ISO related knowledge

Administrative Skill |  |