



The Tanglin Club, founded 152 years ago, is a premier club in Singapore. The Club offers its Members excellent dining, sports and recreational facilities and currently has a membership of 7,000, which is made up of 41 nationalities.

Security Manager

Reporting to the Facilities Director, the key role of the Security Manager is to deliver a comprehensive security services to Club Members and staff.

Responsibilities:

- Develop and implement security management system, policies and procedures and ensure compliance within the Club premises at all times
- Design strategic initiatives to continually improve security procedures
- Competent in facilitating security related training programmes, such as Emergency Evacuation and Workplace Health and Safety, to all staff within the Club
- Conduct security and first aid drills and exercises (CPR & AED), ensuring operational readiness in response to emergency
- Act as Fire Safety Manager
- Conduct fire drills and also table top exercises
- Report and investigate all incidents, hazards and suspicious circumstances affecting the security, safety or integrity of the Club, its Members, guests and staff in writing and recommend corrective and preventive measures
- Deploy and supervise security personnel, conduct daily operational briefing and responsible for staff on-the-job training
- Competent in setting up Risk Assessment System

Key Attributes:

- Minimum GCE 'O' Level with SIRD, FSM or other relevant trade qualifications
- At least 8 years of relevant experience in security management, preferably in hospitality industry
- Competent in MS Word / Excel / PowerPoint
- Good interpersonal skills, self-starter and able to work independently as well as in a team
- Able to work on shifts, weekends and public holidays
- Retired or ex-police personnel will be considered

A competitive remuneration and benefits package will be offered to successful candidate.

Interested applicants, kindly submit a comprehensive resume with your expected salary to:
carrington.kok@tanglin-club.org.sg