



The Tanglin Club, a premier club in Singapore, invites applications from suitably qualified candidates for the post of:

Security Officer

Reporting to the Security Manager / Security Supervisor, your Job Responsibilities include, but are not limited to:

- Perform shift duties
- Perform traffic management at both driveways, including car park checks
- Perform access control duties by manning all entrances and exits
- Perform patrol and clocking duties
- Perform Back Gate / Staff Entrance duty and ensure all documents and keys are kept and accounted for
- Ensure all security equipment are in working order and secure
- Assist Members in using or resetting personal storage lockers in the Club
- Assist Members in all enquires and maintain the standard of a premier club
- Receive, record and safely keep all items found as part of Lost & Found procedure
- Respond to all emergencies in the Club and manage the Fire Alarm System / Lift Supervisory Panel
- Report all incidents, defects, hazards, complaints and feedback
- Ensure all Club Procedures are carried out diligently
- Any other valid tasks assigned by Management

Qualifications:

- Process Security License

Attributes:

- Respectful, able to foster teamwork, and work cordially with peers and others
- Self-driven to manage tasks assigned
- Work well in a fast-paced environment

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