



Bedford Place

Bedford Place is currently looking to hire a **full time Security Guard/Maintenance Person** (minimum 40 hours a week, daytime hours, Monday to Friday) as part of our Operations & Administrative team. The successful applicant will work mainly with the Operation Supervisor.

Duties will include but are not limited to:

- Regular security patrols of Bedford Place Mall checking for irregularities and providing for the security and safety of tenants, staff and guests while enforcing rules and policies of the property;
- Checking for unsafe conditions, hazards, security violations, blocked entrances and exits, mechanical problems, and unauthorized persons;
- Preventing losses and damage by reporting irregularities and informing violators of policy and procedures;
- Protecting evidence or scene of incident in the event of accidents, emergencies, or security investigations;
- Responding to incidents of fire, medical emergency, flooding, elevator emergency, hazardous materials, inclement weather, and other incidents;
- Completing any Incident Reports or other written documents as requested;
- Handling lost and found items;
- General maintenance and repair services including painting, carpentry, basic plumbing and general repair; primary duties will be security
- Additional duties as assigned.

Qualifications include but are not limited to:

- A minimum 2 year's experience in security or similar field is a must;
- Ability to patrol on foot for up to 6 hours and remain alert at all times;
- Excellent verbal and written communication skills;
- High attention to detail / observational awareness;
- Previous Handy Person skills will be considered an asset;
- Must be bondable.

Email resume to Bedfordadmin@rester.ca, no phone calls or dropping in.

If you have the skills and experience required for this position, we would love to hear from you! Please submit your resume along with a brief description of your relevant experience.