NOTICE OF EMPLOYMENT OPPORTUNITY

Job Title: Security Officer
Location: Chicago
Department: Public Safety
Reports To: Security Manager
Position Type: Part-time
FLSA: Non-Exempt

Job Overview:

The Security Officer is a part-time, hourly position that reports to the Security Supervisor. The Security Officer will be responsible for protecting the McCormick Place Convention Center campus, and its visitors, staff, assets and vendors.

The Security Officer provides general protection of facility property and personnel; monitors facility and protects against fire, damage, and theft; provides general information and assistance to facility guests; and serves as the lead for all base security systems. In the absence of Security Supervisor, the Security Officer may receive event-related instructions from Event Managers or general instructions from the Manager on Duty and/or the Assistant General Manager.

Key Responsibilities:

- Monitors and operates closed circuit surveillance, access control and fire alarm systems.
- Vets all visitors/contractors, verifies appropriate credentials and prevents unauthorized access to the premises.
- Patrols all property as required and ensures, in a friendly and professional manner, the security of employees, contracted building partners and visitors.
- Detects and resolves immediate safety and criminal issues; responds to the scene of an incident and acts as an emergency first responder if required.
- Acts as property first responder to alarms, medical calls, property damages, etc.
- Maintains absolute confidentiality on sensitive issues.
- Maintains accurate notes and log information as required; ensures that all pass-on information is communicated to the next shift.
- Completes all activity logs, incident reports, repair forms and other documents in a clear, concise and legible format in a timely, efficient manner.
- Performs person and package/parcel screening according to MCCORMICK PLACE policies and procedures.
- Conducts detailed internal investigations into incidents and provides detailed, objective reports for each shift or incident.
- Attends briefing and training sessions to ensure complete knowledge of venue policies and upcoming events.

- Greet all clients, employees, guests and vendors in a professional manner.
- Always follows established Security protocols and procedures.
- Always represents the company in a positive and professional manner.
- Other duties as assigned.

QUALIFICATIONS:

- Previous Law Enforcement/Public Safety experience
- High school diploma or general education degree (GED); and two years related experience and/or training; or equivalent combination of education and experience.
- Previous experience in large public assembly facilities is highly desirable. Courses in criminal justice or security training by recognized academy, school or organization are desirable.
- Must possess or apply for a PERC card within 30 days of employment
- Must possess effective written and oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner; must be able to use initiative and independent judgment within established guidelines.
- Ability to multi-task and work in a fast-paced environment.
- Excellent organizational skills and attention to detail.
- Ability to communicate clearly and concisely in the English language, both orally and in writing.
- Ability to communicate in Spanish a plus.
- Ability to work independently and as part of a team.
- Must possess strong computer skills, including utilizing email and Microsoft Office and the ability to learn to efficiently operate a variety of software applications.
- Possess high degrees of discretion, integrity, professionalism, and accountability.
- Consistent, punctual and regular attendance.
- Professional image and demeanor.
- Strong ability to work with others in a collaborative, team environment.
- Minimum physical requirements: able to travel to and gain access to various areas of the venue for prolonged periods of time; able to lift and transport up to 25 pounds.
- As a condition of employment, employee must successfully complete a background investigation and a post-offer/pre-employment drug/alcohol test.
- Ability to work nights, all events, weekends, events and holidays as required.

NOTE: Selection will be based on an evaluation of applicants' training, skills and experience.

Pay
$27.65

Job Type
Part time
Shift Schedule
Days may vary; based on business demands
Work setting
In person office environment
Benefits:
Dental Insurance
Health Insurance
Life Insurance
Vision Insurance
Long-Term Disability Insurance
Deferred Comp & Matching
PTO

Please submit resumes and cover letters to HR@mpea.com

"EQUAL OPPORTUNITY EMPLOYER"