

CORPOR@TE FACILITIES SERVICES LTD



CLEANING, SECURITY & SUPPORT SERVICES

Corporate Facilities Services are a national provider of cleaning, security and support services specialising within the retail and venue sectors with contracts in Mainland UK, Scotland, Wales and Northern Ireland.

We are currently recruiting for a Security Support Manager who will be based at our head office within Southampton working a core average of 40 hours per week.

The role of the Security Support Manager will be;

- Manage Schedules for rosters
- Management of holiday cover and forecasting of shifts
- Assisting head office with Administration
- Overseeing & assisting with payroll
- Overseeing a small portfolio of security contracts (some are dual contracts and have elements of cleaning)
- Ensuring that contracts are being managed correctly (all hours covered, trained officers onsite, full uniform, officers onsite on time etc.)
- Reviewing of H&S files onsite to ensure compliant
- Look to add value to our contracts through innovation & increase sales where possible

In addition, you will also be managing a pool of relief officers and will need to book their shifts in to cover annual leave and sickness - this role will require the odd ad-hoc covering of shifts if any gaps are present.

Typically, the hours of work will be 09:00 - 17:30 Monday - Friday unless stepping in to cover security shifts

Benefits from the company;

- Company vehicle & Fuel card
- Company smart phone
- Company laptop
- Company pension
- 20 days annual leave + 8 Bank holidays
- Salary £19,000 - £21,000 dependant of experience

Experience required;

- Must have a valid SIA security license (door supervisor or guarding)
- Must have a valid Full UK driving license
- Must have experience working within the security industry
- Must have experience in computer software such as Word, Excel, outlook

To apply please email – Jack.martin@corpfs.co.uk with a CV or alternatively call our head office on 02380 465 625

For more information regarding the company please visit our website www.corporatefacilitieservices.co.uk