



SIK YUEN LIMITED

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Job Description

Job Title Watchman

Reporting to Head Security Officer

Purpose Under the guidance of the Head Security Officer, to undertake the surveillance of our premises and protection of our staff and customers. Responsible for detecting any suspicious behaviour and preventing vandalism, thefts or other criminal behaviour. The goal is to help the company in maintaining excellent working conditions by keeping our facilities safe and problem-free.

Principal Accountabilities

- Patrol premises regularly to maintain order and establish presence
- Monitor and authorize entrance of vehicles or people in the property
- Remove wrongdoers or trespassers from the area
- Secure all exits, doors and windows after end of operations
- Check surveillance cameras periodically to identify disruptions or unlawful acts
- Investigate people for suspicious activity or possessions
- Respond to alarms by investigating and assessing the situation
- Provide assistance to people in need
- Apprehend and detain perpetrators according to legal protocol before arrival of authorities
- Submit reports of surveillance activity and important occurrences
- Report major problems to Head Security Officer on a daily basis
- Attend Security briefings in the morning or when required.
- At opening and closing times ensure presence and reactive when cashiers count their monies.
- Perform opening and closing procedures of retail department
- Use tact, diplomacy to ensure pleasant customer experience

Experience and Skills

- Secondary education
- A polite, calm and reasonable approach
- Good communication skills
- Honesty and integrity
- Ability to solve problems quickly and efficiently
- Good observational and monitoring ability
- Ability to follow instructions
- Technical knowledge of security systems
- A good level of physical strength and fitness