Position Title: Security Officer/Operations Assistant (SORA Certified)
Work Location: Jersey City, NJ

The Jersey City Employment and Training Programs’ mission is to connect people, businesses, and reputable hard skill training partners while advancing self-sufficiency. We accomplish our mission by being financially sound, performance driven, value-based, well-versed, and dedicated to organizational development and quality stakeholder relationships. We will have a skilled and diverse team of experts focused on coaching and developing our members to maintain a high quality of life sustainable over changing economic conditions.

Position Summary:

We are hiring 2 full time positions for front desk/professional unarmed security guards in Jersey City. Must be SORA Certified.

Key Responsibilities:

Guard:

- 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 at start and 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
- Submit reports of daily surveillance activity and important occurrences

Operations and Data Entry:

- Answer all phone calls with confidence and direct inquiries to appropriate staff
- Greet customers courteously as they arrive.
- Performing other clerical receptionist duties such as filing, photocopying, and faxing.
- Input customer data into databases as needed.

Requirements and Qualification:

Schedule:

- 8 Hour Shift
- Day and afternoon shifts (8 – 4 and 12 – 8)
- Holidays
- Monday to Saturday
Experience:

- Security Officer: At least 1 year required
- Receptionist/front desk: At least 1 year required

License:

- SORA (Required)

NON DISCRIMINATION AND AFFIRMATIVE ACTION

The Jersey City Employment and Training Program is an Equal Employment Opportunity Employer. We welcome people of all cultures, backgrounds, and experiences into our team. We encourage people of color, women, members of the LGBTQ community, as well as people with disabilities to apply!

The Jersey City Employment and Training Program is an equal opportunity employer and does not discriminate against current or prospective employees based on race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, sexual orientation, genetics, active military, or any other protected class in accordance with applicable federal and state laws.

Job Type: Full-time