

Duty Manager

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Company: Saudi Telecom Company (Dammam)

Location: Saudi Arabia

Category: other-general

Job Summary

Jobs at this level are responsible for ensuring smooth provision of routine district security and safety operations and completion of necessary occupational safety and health tasks at STC. They are also responsible for managing the security control room, approving work schedules and identifying potential security liabilities at the district level.

Key Responsibilities

Security:

- Participate in identifying potential security liabilities/opportunities at the district level and reports them to seniors for necessary action.
- Manage site security contracts for the assigned district including distributing guards, supervising them and paying fees.
- Manage the security control room for the assigned district, ensuring effective management of both physical and remote security.
- Manage the issuance of security ID cards for employees and contractors within the assigned district.

Safety:

- Inspect STC premises and equipment to ensure compliance to the recommended safety norms at STC and escalates areas of concern, if any.
- Conduct awareness and knowledge sessions on security and occupational safety and health through workshops and trainings.

- Review safety tools (firefighting measures and evacuation plans) to ensure the readiness of STC locations according to international standards
- Follow all safety findings through escalation and ensure the resolution and removal of all findings
- Manage awareness and guidance on occupational safety and health through available media channels.

Generic Role:

- Manage day to day team operations within a specified scope, by undertaking related work processes and ensuring accuracy.
- Analyze safety and security data using standard reporting techniques and procedures in order to produce reports.
- Ensure implementation of security and safety policies, processes and procedures and their adherence to relevant procedural/legislative requirements.
- Plan and approves daily work schedule for the assigned team to ensure consistency and work efficiency and revises and checks all points to ensure the protection operation.
- Manage changes in security policies and procedures and complex security and safety escalations occurring within the assigned district.
- Supervise routine operations of security and safety service teams operating across the assigned district.
- Stay abreast of latest trends in safety and automated security and suggest new systems.
- Support team members and resolves routine queries to ensure work continuity.
- Liaise with other supervisors to build effective working relationships and identifies synergies.

Qualifications/Certification

- Bachelor s degree in Business Administration
- Certificate in Safety & Security is preferred

Required Experience

4 6 years of relevant experience at technology/telecommunication industry.

Desired Skills & Knowledge

- Intermediate proficiency in data collection and reporting
- Intermediate proficiency in writing
- Intermediate proficiency in Arabic and English language
- Intermediate awareness of STC policies and procedures

- Intermediate proficiency in using firearms and other defensive police equipment

Desired Candidate Profile

Education:

Any Graduation()

Gender:

nm

Nationality:

Any Nationality

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