

“Center for Women” Front Desk & Security Assistant

Are you passionate about helping others? Do you want to support your community? Are you enthusiastic and dedicated to providing excellent customer service? Then **YOU** are who we want! The YWCA Columbus Center for Women is seeking an observant, **Front Desk & Security Assistant** to join our team.

Full Time, Second Shift: 3:00pm – 11:00pm, Monday - Friday

Responsibilities:

- Maintain professional image that includes greeting residents, visitors and employees as they enter the building in a polite and friendly manner.
- Patrol Center for Women Building and surrounding perimeter, being diligent to report any suspicious activity and report incidents.
- Monitor security cameras or equipment in a continuous fashion as outlined in security guidelines.
- Maintain a working knowledge of all emergency policies, procedures and regulations to be able to respond to alarms, incidents and emergency situations.
- Complete Daily Activity Reports, Log Book entries, Incident Reports and all relevant reports related to job assignment.
- Make recommendations to management on better safety and loss prevention processes as identified during nightly routine.
- Have knowledge of any life safety systems, fire panels, camera system, and other such equipment to complete job assignments.
- Ensure continuous and safe operation of all elevators and access doors.

Requirements:

- High school diploma or equivalent.

Required Qualifications:

- Knowledge of basic security procedures.
- Strong communication skills with the ability to de-escalate situations.
- Must be able to pass a criminal background check and a drug test.
- Prefer 1 year of prior experience in loss preventions, life safety, or in a security setting.
- Regularly required to stand for long periods of time, walk, stoop, kneel, reach, and crouch, with the ability to lift up to 50 pounds.

Benefits:

- Work in an environment where you can impact the lives of others each and every day
- Medical, dental, vision insurance to eligible individuals
- Retirement Plan and 401k for eligible employees
- Discounted child care for your children
- Join a team of dedicated professionals who genuinely care about the people they serve

Posting Open until March 11, 2019

Email resumes to careers@ywcacolumbus.org.