



CONTROLLERS

Job Summary

Securex is seeking to recruit Controllers who will be responsible for being the first point of contact and information for the Company. He or she will ensure that all the important incoming and outgoing information is verified and channeled through the Office in line with standard operating procedures.

Duties and Responsibilities

- Provides direction in conjunction with the contract manager to the HCN Guard Force as directed by the Security Specialist team.
- Oversees and monitors the CCTV system.
- Generating daily , weekly and monthly reports
- Tracks all the vehicles movements using the Track 24 system and ensures communication checks are carried out according to laid down SOP's.
- Provides initial incident management support to any vehicle movements via dispatching Quick Response vehicles and personnel as directed by the Security team.
- Ensures all communication devices are always monitored including VHF Radio, Landline phones, mobile phones, satellite phones, e-mail and all messaging platforms and ensure any faults are reported in a timely manner to the contract manager.
- Conducts accountability checks for all staff in accordance with the stipulated SOP's and when directed by the contract manager.
- Maintains communications details for emergency responders (Police, Fire etc.) in support of incident management procedures.

Minimum Requirements and Competencies

- Bachelor's degree in any business related course
- Knowledge of IT and accounting packages such as quick books and sage.
- Have relevant qualifications and have at least three years' experience.
- Advanced excel skills and ability to manipulate, analyze and interpret both financial and business data
- Excellent teamwork skills, customer care skills, leadership skills and good communication skills
- Ability to work under pressure and deliver to challenging timescales
- Ability to handle confidential information
- Can interact with all levels of management and attention to details
- A creative, analytical, practical and thorough approach to resolving issues
- Knowledge of basic safety and accident prevention methods.





- Ability to react quickly and calmly in emergency situations and to follow a predetermined course of action.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain an effective working relationship with the public, and other employees.

How to apply

If you believe you are the right candidate and can clearly demonstrate your abilities to meet the criteria above, please send your application letter and CV to careers@securex.co.ke indicating the title of the job as the subject matter, on or before 20th April 2021.

Please note due to the high volumes of applicants, only shortlisted candidates will be contacted.

