

Asia Society Career Opportunity

Location: New York

Position: Security Officer Code 1914

Purpose:

The Security Officer is responsible for ensuring the physical safety of building occupants and the Collection.

RESPONSIBILITIES:

- Ensure safety of building occupants.
- Secure galleries and building.
- Monitor security computer, fire alarm panel and CCTV.
- Inspect galleries, storage areas, office floors, and stairways.
- Monitor flow of traffic throughout the building.
- Assist in storing and reporting lost and found property.
- Answer telephone during off hours.
- Control access through Service Area.
- Receive all deliveries and call appropriate personnel for pick-up.
- Control all staff access to building.
- Maintain Sign-In and Sign-Out Log and Security Checkpoint.
- Flexible work schedule.
- Other duties as assigned.

QUALIFICATIONS:

- Certified New York State Security Guard.
- Certified New York City Fire Department Fire Guard preferred.
- High school diploma and 2-3 years experience in law enforcement preferred.
- Ability to make independent decisions during an emergency.

How To Apply:

Please email your cover letter, resume, and salary requirements to securityjobs@asiasociety.org Indicate job title and reference code 1914 in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an equal opportunity employer.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

HONG KONG
HOUSTON
LOS ANGELES
MANILA
MUMBAI
NEW YORK
SAN FRANCISCO
SEOUL
SHANGHAI
SYDNEY
TOKYO
WASHINGTON, D.C.
ZURICH

725 Park Avenue
New York, NY 10021-5088
Phone/Fax 212.288.6400
AsiaSociety.org