

Security Guard / Receptionist

Position: Security Guard / Receptionist

Location: Medway Towns - working from office in Gillingham.

Salary: TBC

Hours: F/T or P/T

Type of contract: Fixed

Closing date for applications: Noon on 26th January 2023

Interview date: Week Commencing 30th January 2023

Role details:

Have you experience within the Security Industry? Are you looking to increase your skill set and offer Advice and Support for residents of Medway?

Citizens Advice Medway are looking for a Security Guard / Receptionist to provide a smart, alert, visible and commanding security, and reception presence at the premises of our offices in Gillingham.

As a Security Guard / Receptionist, you'll have ability to communicate sensitivity and use de-escalation skills as required. Be alert and aware of any suspicious behaviour with the ability to act and report appropriately. You will have the ability to abide by health and safety guidelines and share responsibility for own safety and that of colleagues.

You will be willing to learn new procedures and ways of working within an office department, knowing who and where to signpost to appropriately.

Ideally, you will have some previous experience within the security / military industry and are looking to increase their skill set.

For further information please email Jobs@medwayadvice.org.uk for more information about us and to download the job pack.

