

Sreenidhi University

Job Description for Security Officer

Job title: Security Officer

Location: Sreenidhi University (Ghatkesar)

Job Description:

We are looking for a committed and professional security officer to join our organisation and maintain a safe and secure environment. In this role, you will patrol our facilities, monitor surveillance systems, and respond promptly to security incidents.

Roles and Responsibilities:

- Conduct regular patrols of the premises, including parking lots, University buildings, and entry points, to identify potential risks.
- Monitor and operate surveillance cameras and alarm systems to ensure real-time awareness of security conditions.
- Respond promptly to alarms, disturbances, and emergencies, ensuring the safety of students, employees and visitors.
- Enforce security protocols, including verifying IDs, controlling building access, and managing visitor logs.
- Perform routine inspections of doors, windows, and equipment to prevent unauthorized access or damage.
- Prepare detailed incident reports and maintain accurate logs of daily activities and observations.
- Provide clear guidance to employees and visitors on safety protocols and emergency procedures.
- Assist in evacuations or other emergency actions when necessary.

Skills and Qualifications:

- Previous experience in security, military, or law enforcement is strongly preferred.
- Exceptional attention to detail and situational awareness.
- Strong problem-solving and critical-thinking skills.
- Ability to remain calm and composed during emergencies or high-pressure situations.
- Proficiency in operating surveillance systems, security software, and communication tools.
- Excellent verbal and written communication skills for creating reports and interacting with individuals.
- Physical fitness to handle patrolling, standing for long periods, and responding to incidents quickly.
- Graduation and any additional certifications in security, such as CPR or First Aid, are a plus.