

POSITION DESCRIPTION

TITLE: Security Officer

DATE: April 2016

Copaken Brooks, LLC is the largest and oldest family-owned commercial real estate management, leasing and development firm in Kansas City. We are currently seeking a full-time Security Officer to maintain a high visual profile to deter criminal behavior. This position will observe, report and respond, according to company policy, to incidents affecting public safety, personal property, customer service and building facilities to safeguard customers, merchants and center property. The position will also provide general customer assistance.

Qualified candidates must have:

- High school diploma or equivalent.
- Six months to one year experience working with the public preferably in a security function.
- Recent seven years of stable work history.
- A valid driver's license is required.
- Must be able to obtain any required police commission. (If have military service, must have Honorable or Under Honorable Conditions discharge on DD-214).
- Able to work various shifts, weekends and holidays including extended hours as required.
- Basic computer knowledge required.
- Pass CPR & AED certification within one year of hire.
- Basic knowledge of and experience with fire alarm, CCTV and card access systems preferred

We offer competitive wage/benefits package

No phone calls please - EOE/M/F/D/V – Principals Only

To Apply: Qualified candidates who want to work in a fast-paced, challenging environment should send a resume, cover letter and salary requirements to hr@copaken-brooks.com. Please indicate the position for which you are applying.