



GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM OF THE VIRGIN ISLANDS
An Equal Opportunity Employer

ANNOUNCES OPENINGS FOR THE FOLLOWING POSITION
ON THE ISLAND OF ST. THOMAS
HAVENSIGHT

Security Supervisor

Under the general supervision of the Chief Security Officer (CSO) the Security Supervisor is responsible for overseeing the activities of the security shift which provides safety and protects all patrons, employees, and company assets. Supervise programs and processes to reduce and control loss time injuries. Review staffing levels to maintain full coverage of posts. Delegate authority and assign responsibilities. Investigate incidents and/or customer complaints and compile data for accurate reporting.

Duties and Responsibilities (NOT ALL INCLUSIVE):

- Assists in the supervision of Security Officers on assigned shift.
- Responsible for the proper execution of assigned duties.
- Trains new officers.
- Carries out supervisory duties in conformity with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Maintains professional, departmental, company and community reputation.
- Maintains regular, consistent attendance record.
- Knowledgeable of and adhere to all rules and regulations, policies, and orders.
- Provides protection for the Havensight Mall and all employees and Guest of the Mall.
- Interact with Guest and employees in a professional manner.
- Interacts with local law enforcement agencies as required
- May assist in operating the timekeeping system
- Attends, and satisfactorily complete all required training as assigned and required
- Perform other duties as assigned by management

Qualifications:

- Must have a high school diploma or GED equivalent.
- Must have two to five years' experience as a security guard or law enforcement agent with a 2-year degree in related discipline or equivalent employment experience.

Interested candidates must submit a cover letter, résumé, and completed employment application. Applications are available online under the "About GERS" tab, then "Career Opportunities" at www.usvigiers.com. Application materials may be submitted via email to hrdept@usvigiers.com

This position will remain open until filled.

Ms. Lorraine Murray Richardson

Human Resources Director

Government Employees' Retirement System

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