



JOB DESCRIPTION

Job Title	: Security
Department	: HRGA
Reporting to	: HRGA Manager
Other interactions	: GA Assistant
Primary function	:

No.	BPMN References	Task and Responsibilities (main focus):
1	7.3	Maintain all office and field facilities that are used properly, neatly, and cleanly.
2	7.3	Maintain and secure office assets and environment according to a predetermined shift schedule.
3	7.3	Manage SOPs that are run for all guests and employees.
3	7.3	Completely follow up on assigned tasks and report them in writing

Other focus :

1	Coordination with team leader/party chief for all works based on SOP (Standard Operating Procedure)
2	Coordination with team leader/party chief when the finding non technical matters

QHSE duties - Employer and Employees :
Employees have health and safety duties as well as employers. This reflects the fact that for good safety management it is essential for the employer and employees to work together.

An employee's duties are to :

1	Take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do
2	Cooperate with the employer on health and safety matters / co-operate with company requirements to ensure that statutory are met
3	Not misuse any equipment that is provided for safety purpose
4	Follow instructions from the employer on health and safety matter and attend relevant health and safety training
5	Report hazards and defects observed in the workplace
6	Promote the implementation and continuous improvement of the QHSE system
7	Abide by both client and company rules as described in the QHSE-MS

The tasks/duties and responsibilities as described herein are intended as a guide only and it should be understood that operational demands might at times require employee to perform duties not included in this description

Name :		Signature :		Date :	
Acknowledge by					
Name :		Signature :		Date :	
Name :		Signature :		Date :	