



Akij Group

Corporate Office: 2 Bara Maghbazar, Dhaka- 1217

Date: 11 June 2022

Career Opportunity

Security In-Charge

Job Responsibilities:

- Patrolling the office premises (both interior and exterior)
- Train the guards and follow-up
- Checking the parking area and ensuring there are no unauthorized vehicles
- Monitoring who enters, and who leaves, the office area
- Filling in the security log (this is a small report of what areas have been checked)
- Monitoring the security cameras
- Responding to calls when colleagues need assistance
- Inspecting buildings, equipment and access points
- Authorize entrance of people and vehicles
- Ensure the security, safety and well-being of all personnel and company resources
- Report any suspicious behaviors and happenings to supervisors
- Respond to alarms or suspicious noises, and react in a timely manner
- Complete reports by recording observations, information, and occurrences
- Submit reports of daily surveillance activity
- Submit reports of every suspicious action
- Protect and maintain confidential information
- Adhere to all company service and operating standards

Employment Status: Full-time

Educational Requirements:

- ✓ Bachelor degree in any discipline
- ✓ Training: Fire Safety
- ✓ Skills Required: Security
- ✓ Defense Personnel/Non-Commissioned Retired Army Officer

Additional Requirements:

- ✓ Age 30 to 40 years
- ✓ Only males are allowed to apply

Job Location: Doleshwari, Hasnabad, South Keranigonj, Dhaka

Salary: As per the rule of the company

Compensation & Other Benefits

- ☞ Festival Bonus: 2
- ☞ Provident-Fund
- ☞ Gratuity
- ☞ Health Benefits

Interested candidates are requested to apply through www.akijbiri.com/career within 25 June, 2022.