Lobby Security Guards

PMA is seeking to hire Full-time and Part-time Lobby Security Guards

**Job Description:**

Conduct all business in accordance with company policies and procedures, state and federal laws, e.g., OSHA, ADA, Fair Housing, etc.

**Salary:**

TBD

**Schedule:**

TBD part-time and full-time positions with three possible shifts per day for 24/7 staffing.

- 12a–8a; 8a–4p; 4p–12a shifts

- Weekends: 2-3 P/T openings, one fills overnight shift

- Weekdays: 3+ F/T openings, one fills overnight shift

**Reports to:**

Building Superintendent

**Responsibilities:**

- Combination of security, front desk or guest service, and concierge responsibilities

- Scan employee and visitor IDs

- Log vendors, visitors, contact staff, meeting with them if necessary
- Communicate with Super or other managers who will be meeting with vendors
- Signing guests, taking their photo
- Requirements: customer-oriented, polished, critical thinking skills, basic computer/technological skills or ability to be trained for them,
- Preferred/Desired: Fire Safety Director license
- No security licensing is required, do not expect any physical security actions
- Schedule: TBD/variables across three shifts morning/evening/overnight
- Estimated wage: TBD high $10s to low $20s/hr. based on 32BJ compensation schedule currently in negotiation

**SKILLS / PHYSICAL REQUIREMENTS:**
- Experience as a Security Guard and/or Concierge is preferred.
- Strong organizational and multi-tasking abilities.
- Excellent verbal communication skills.
- Proficient in using computer systems and able to learn new programs.
- Computer and digital literacy is required
- State security license and coursework is not required