

Area of Assignment	Intramuros, Manila
Position	SAFETY & SECURITY COORDINATOR
Duties and Responsibilities	<p>1. Coordinate with contracted security agencies to safeguard the premises and protect against unauthorized access, theft and others.</p> <p>2. Coordinate and assist government agencies such as DOLE, BFP, LGU, and third-party entity in the conduct of safety inspections, accident investigation or any other related activities/programs.</p> <p>3. Assist in the development and enforcement of security protocols and emergency procedures (e.g., fire drills, evacuation plans).</p> <p>4. Respond to security incidents and emergencies, providing support and coordinating with law enforcement when necessary.</p> <p>5. Prepare security reports that detail incidents, investigations, and resolutions</p> <p>6. Conducts inspection and reports to the immediate superior hazards, accidents, injuries, unsafe practices, unsafe conditions, and safety and health issues within the workplace, and the status of occupational safety and health programs.</p> <p>7. Coordinate emergency procedures to all divisions and sections.</p> <p>8. Coordinate first aid training and ensure the availability of first aid kits and emergency supplies</p>
Education	Graduate of a 4-year course
Skills Required	At least 1–2 years of experience in safety and/or security coordination.
Job Type	Permanent, Regular
Job Level	Non-Officer
Rate	Php 19,744.00
Benefits and Allowances	<ul style="list-style-type: none">- 13th month and 14th month- De minimis Benefit- Personnel Economic Relief Allowance- Paid Leaves- Other benefits as provided by law