



P: 250.567.9293 | F: 250.567.2998  
135 Joseph Street, Vanderhoof, BC, V0J 3A1  
[www.saikuz.com](http://www.saikuz.com)

## Security Officer

Supervisor: General Manager  
Hours: Full-time or part-time

## Job Summary

The Security Officer performs security services for Saik'uz First Nation, ensuring the implementation of security protocols and addressing any security needs of the organization's departments. The ideal candidate will possess a strong sense of duty, excellent observational skills, and the ability to handle potentially stressful situations calmly and effectively.

## Duties & Responsibilities

- Ensuring the implementation of standard security protocols
- Understanding and addressing client security needs
- Performing regular security patrols of the building and grounds
- Conducting security checks of all building exits in the morning, at noon, and at the end of the shift
- Controlling access to protected premises
- Identifying, reporting, and neutralizing incidents of safety and suspicious activities
- Immediate response to incidents
- Escorting out any person as required due to unauthorized entry, foul language, abuse, threats, violence, or being under the influence of drugs or alcohol
- Chaperoning clients to and from appointments as required
- Liaising with RCMP as necessary
- Maintaining excellent standards of visitor care

## Qualifications & Skills

- Must possess a valid Security Certificate
- Diplomacy, tact, and confidentiality in dealing with various people and information
- Ability to work in a team environment
- Reliability and dependability
- Physical fit to perform job duties
- Must undergo a criminal record check, including a vulnerable sector check
- A valid BC Driver's Licence and a reliable vehicle

## Salary & Benefits

- Wage: \$25 per hour
- Benefits: Medical, dental, and pension plan

To apply, submit a copy of your resume to the Band Office or via email at [resume@saikuz.com](mailto:resume@saikuz.com). If submitting via email, include the position title in the subject line.

We thank everyone for their interest; however, only those selected for an interview will be contacted.