Security Manager

Quail Security

Job ID
9819

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LOCATION	DATE POSTED	EXPIRY DATE
8000 45 StreetOsoyoos, BC V0H 1V0, Osoyoos, BC| British Columbia	05-06-2026	02-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 49.85/hr	1 year to less than 2 years	Bachelor's degree

Job Details

Overview

Languages

English

Education

Bachelor's degree

or equivalent experience

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Co-ordinate administrative services

Evaluate the operations of a department providing administrative services

Manage the operations of a department providing a single administrative service

Manage the operations of a department providing several administrative services

Collect and record administrative and service fees

Assist in preparing annual budgets

Conduct research

Plan, organize, direct, control and evaluate daily operations

Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services

Direct and control corporate governance and regulatory compliance procedures within establish

Hire and train or arrange for training of staff

Interview, hire and provide training for staff

Plan, administer and control budgets for client projects, contracts, equipment and supplies
Prepare reports and briefs for management committees evaluating administrative services
Manage knowledge
Assist in the planning and execution of financial statement audits
Manage events
Organize and maintain inventory
Supervise office and volunteer staff

Supervision
1 to 2 people

Additional information
Personal suitability
Efficient interpersonal skills
Flexibility
Judgement
Time management
Initiative

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