

Santa Fe Protective Services, Inc.

625 Silver SW, Suite 325 – Albuquerque, NM 87102

P.O. Box 547 – Albuquerque, NM 87103

Office (505) 244-8778 – Fax (505) 244-8788

www.santafeprotectiveservices.com

JOB POSTING

Internal Posting

Title: UNM Supervisor

Job Posting Number: SFPS-10--001

Location: ABQ/Corp Office

Salary: \$11.73/hr

Posting Date: 1/15/10

Closing Date: 1/18/10

Job Description: The primary responsibility of this position is to provide support to guards who are assigned to the university of New Mexico contract, both Core and Event. This support would include but not be limited to hiring and scheduling of employees, coordination of activities with the UNM Police Department and UNM Athletics, coordinating event coverage, conducting post checks, relief for breaks, and providing timesheet accountability (issues, review and validate), provide uniforms and equipment as required, conduct background checks, conduct drug screens and may be required to fill a post if needed. The person in this position will need to ensure effective communications between the client and the UNM Police Department as required. Additional responsibilities may include other administrative duties as assigned. This position reports to the Albuquerque Area Manager

Qualifications:

- Must be 21 years of age.
- Have high school diploma or GED.
- Must have a minimum of three (3) years of experience in security, law enforcement, or military.
- Experience in Event Staffing with extensive scheduling background to support large-scale events and short notice events are a plus.
- Must have excellent leadership skills in imparting departmental goals and motivate subordinates to attain these goals through exemplary individual and team performance.
- Knowledge of human resource policies and procedures including counseling and corrective action plans.
- Must be computer literate in Microsoft Office products.
- Must be able to work flexible hours, including weekends and possibly holidays.
- Must be able to pass drug screen and background investigation.
- Must have good interpersonal skills in dealing with personnel and the public.
- Must be fluent in written and spoken English.

Please send all resumes/applications and refer questions to Tony Champlin, Area Manager. at 341-3949 or fax resume to 244-8788, mail resumes to Santa Fe Protective Services, Inc., 625 Silver Ave SW, Ste. 325 , Albuquerque, NM 87102 or email to tchamplin@santafeps.com.

