

*Choose a career with Pillar Security working as a Concierge in a High-End Condominium.*

As one of the most important members of the team, an ambassador for our company, and the senior team member on duty, you will have exceptional customer service skills and leadership qualities. The importance of your role cannot be stressed enough, thus expectations are high.

To help and assist you in being successful in this role, we take your on-boarding seriously. With thorough training and support from the start, we will encourage you in developing your potential by offering various internal training and management programs, thus creating a clear career path with our company.

We are currently seeking experienced and mature front desk security personnel for our sites in *The Greater Toronto area*, including **Downtown Toronto, South Etobicoke, North York, Thornhill, and Richmond Hill**. The following schedules are open to qualified candidates:

- ✓ **Part-Time**
- ✓ **Full-Time**
- ✓ **Days (i.e. 12 hour shifts on weekend)**
- ✓ **Afternoons (i.e. 3-11)**
- ✓ **Overnights (i.e. 11-7)**

Key Responsibilities:

- Maintain constant surveillance of assigned areas providing maximum visibility.
- Greeting and checking in any guests
- Assure that all persons entering the building are authorized to do so
- Appropriate assistance as needed to the client, their employees, guests, and visitors in an expedient and professional manner
- Complete any Incident Reports, Daily Activity Reports, or other written documents as requested
- Enforce rules and policies of the property
- Promote good public relations through courteous, helpful, and professional contact with clients and their guests/visitors
- Complete, review, and sign time sheets; Maintain logs and prepare reports

Qualifications:

- Strong command of the English language
- Excellent interpersonal, verbal, and written communication skills
- Superior customer service skills and telephone etiquette
- Skilled at identifying critical issues quickly and accurately, and implementing SOP solutions
- Proven skills in building relationships with individuals at all levels of an organization
- Ability to multi-task and prioritize workflow
- Strong analytical, conceptual and organizational skills
- Proficiency with Google and Microsoft Office applications
- Police Foundations / Law Enforcement diploma an asset
- Experience working in a residential setting an asset

Applicants must hold a valid Ontario Ministry of Community Safety and Correctional Services Security License, First Aid & CPR, WHMIS, and have experience working in a condominium setting.

Comprehensive Health Benefits available after 3 months for full-time employees.

If you are interested in applying, please forward your cover letter and resume to:  
**[recruitment@pillarsecurity.ca](mailto:recruitment@pillarsecurity.ca)**