

VACANCY AVAILABLE

Position : Company & Customer Safety and Security Assistant
Department : Safety & Security
Location : Lanseria Airport
Reporting To : Manager Safety and Security

Please note that we will be considering INTERNAL and EXTERNAL applications for this position.

KEY PERFORMANCE AREAS

- Conduct security screenings and scanning of individuals and baggage, inline with company procedures and SACAA regulations
- Identify and handle any dangerous goods or prohibited items as per SACAA regulations
- Ensure efficient and organized handling of baggage for flights, and assist with dispatching of aircraft as and when needed
- Monitor and have oversight over the security cameras and report any suspicious activity immediately
- Oversee the visitor registration process, ensuring that all visitors complete the necessary documentation and receive the appropriate identification
- Issue visitor jackets as required and maintain strict control
- Handle inter- and intra-company documentation and parcel transfers and ensure confidentiality thereof
- Assist with driving duties as and when needed
- Assist in reception with welcoming and directing of customers with professionalism and courtesy
- Serve as standby and relief for hangar staff to ensure operational continuity

REQUIREMENTS

- Grade 12
- Able to read, write and understand English
- Valid Code 10 drivers' license
- At least 2 years' experience in a front office environment
- Previous experience in a security, operations or related field
- No accidents or serious road incidents during the previous 2 years
- Basic computer skills an advantage
- Customer liaison / relations skills, always looks neat
- Basic telephone skills
- Basic Administration
- Trustworthy
- Willingness to work overtime and weekends as and when needed
- Qualification in first aid and basic firefighting will be an advantage

If you feel you meet the requirements and would like to apply for this position, please note the following:

Please submit your CV for Consideration: [Click here.](#)

For a list of other available positions: [Click here.](#)

If you do not hear from us within 14 days after the closing date of the advertisement, please regard your application as unsuccessful.

Date Posted: 2 May 2024

Closing Date: 8 May 2024