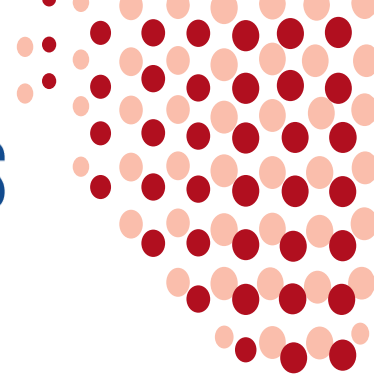




AIM GUARD SECURITY SYSTEMS

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JOB VACANCY NOTICE

JOB DESCRIPTION - Operations Team Leader

Name	
Position/Role	Team Leader – Security Operations
Department	Operations
Reports To	General/Operations Manager
Duty station	AIM GUARD SECURITY SYSTEMS Head Office

Position Summary

The Operations Team Leader is responsible for coordinating and supervising daily operational activities of the company, ensuring effective deployment of guards, scheduling of PUDO (Pick-Up and Drop-Off) services for SNS shops and school children, monitoring guard post operations, conducting interval site inspections, managing duty rosters, maintaining operational equipment and forms, coordinating service providers, and providing regular operational updates through company communication channels.

Key Responsibilities

Operational Coordination

- Coordinate and supervise all day-to-day operational activities of security personnel and transport operations.
- Ensure smooth and timely scheduling of PUDO services for SNS shop operations and school children transportation.
- Monitor and manage guard deployment to all assigned locations.
- Ensure operational standards and company procedures are consistently followed.

Scheduling & Duty Rosters

- Prepare and manage duty rosters for all guards and operational personnel.
- Ensure adequate staffing levels at all guard post locations.
- Coordinate shift changes, replacements, leave coverage, and emergency deployments.
- Maintain accurate attendance and deployment records.



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Guard Post Supervision

- Conduct interval visits and inspections to all guard post locations.
- Ensure guards are properly dressed, alert, and performing assigned duties professionally.
- Check and confirm all post instructions are being followed.
- Report operational issues, incidents, and recommendations to management.

Vehicle & Movement Monitoring

- Monitor and coordinate all company vehicle movements.
- Provide interval updates on the company WhatsApp group regarding vehicle movements, guard deployments, guard post activities, operational incidents, and emergency responses.
- Maintain movement logs and operational communication records.
- Equipment & Documentation Management
- Ensure all operational forms, logbooks, incident reports, and deployment documents are available and properly maintained.
- Ensure all operational equipment, communication devices, uniforms, and safety equipment are functional and ready for use.
- Report damaged or missing equipment for replacement or repair.

Administrative Duties

- Perform office administrative tasks related to operations.
- Prepare operational reports and submit them to management.
- Maintain filing systems and operational records.
- Assist management with operational planning and coordination.

Service Provider Coordination

- Engage and coordinate with external service providers and contractors when required.
- Ensure service providers comply with company standards and operational requirements.
- Assist with procurement coordination and operational support services.

Compliance & Safety

- Ensure all operations comply with company policies and procedures.
 - Promote workplace safety and discipline among operational staff.
 - Respond to emergencies and incidents when required.
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Qualifications & Requirements

- Diploma or Certificate in Business Administration, Security Operations, Logistics, or related field preferred.
 - Minimum 2–3 years' experience in operations supervision, security operations, transport coordination, or related field.
 - Strong leadership and team management skills.
 - Good communication and reporting skills.
 - Ability to work under pressure and manage multiple tasks.
 - Knowledge of scheduling and operational coordination.
 - Basic computer literacy (Microsoft Office, WhatsApp communication, reporting systems).
 - Valid driver's license is an advantage.
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Key Skills & Competencies

- Leadership & Supervision

- Scheduling & Coordination
 - Problem Solving
 - Communication Skills
 - Time Management
 - Report Writing
 - Operational Planning
 - Teamwork & Discipline
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Working Conditions

- May require after-hours operational coordination.
 - Field visits to guard posts and operational locations required.
 - Availability for emergency response coordination when necessary.
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HR Recruitment Team

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