



## **JOB POSTING**

Date of Notice: May 29<sup>th</sup>, 2019

Position Title: **SECURITY AGENT**

Location: Bandon Dunes Golf Resort

Reports To: Front Office Asst Manager

Application Closing Date: Until Filled

Respond To: Attn: Human Resources  
Bandon Dunes Golf Resort  
57744 Round Lake Rd. Bandon, OR 97411  
Fax (541) 347-5850  
[jobs@bandondunesgolf.com](mailto:jobs@bandondunesgolf.com)

### **Essential Duties and Responsibilities:**

- Enforce security procedures for protection of guests and staff on property.
- Maintain constant patrol of Resort Facilities, Public Areas and Guest Accommodations
- Cooperate with area law enforcement agencies in the investigation of crimes, exchange of reports and information and appearance in courts of law as necessary.
- Collaborate with human resource department with regard to preparation of reports related to accidents.
- Respond to all Emergency calls.
- Prepare Incident Investigation reports as necessary.
- Conduct confidential or special investigations as requested by the General Manager.
- Maintain presence in all public areas and outlets during business hours
- Perform other duties as directed.
- Complete Daily and Incident Reports.

### **Qualifications:**

- High School Diploma
- Prefer experience in security, corrections, or law enforcement.
- Must be able to work flexible hours including weekends, nights and holidays.
- Demonstrated quality written, verbal and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision.
- Must have valid Driver's license
- Stand, walk, push, pull, lift grasp, bend and kneel for up to 5 hours at a time.
- Lift up to 50lbs occasionally, 30 lbs frequently and 20 lbs constantly.
- Positive attitude, professional manner and appearance in all situations.

*Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a completed application and optional cover letter and resume to the address shown above prior to the closing date. Complete position description available upon request.*



**Bandon Dunes is an Equal Opportunity Employer**