



# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

**Department:** Security

**Position Title:** Supervisor - Hotel Operations

**Jobs Description:**

- Provide security, safety, and protection for guests, employees, and property and company assets
- Patrolling through the property (non gaming attractions, back of the house areas, hotel areas, and outdoor areas) by means of standing, walking, driving a motorized vehicle, or by riding a bicycle looking for disturbances, illegal activity, or safety hazards and take appropriate action when needed
- Participate in personnel-related matters including but not limited to : training, coaching, counseling, and evaluating
- Supervise, perform and respond to normal or emergency duties requiring moderate to strenuous physical exertion
- Ensure personnel follow and equally and fairly enforce approved procedures and policy
- Assist Security Officers with assigned duties when necessary
- Respond to all major crimes, incidents, unusual occurrences, in addition to the assigned security officer
- Perform investigations related to incidents and produce a comprehensive incident report on the subject if required
- Other duties as assigned by management
- Deliver an efficient and effective Security Service
- Monitor Employees Performance
- Manage an Effective Relationship with Internal Customers
- Carry Out Other Duties as Directed



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## SJM RESORTS, S.A.

### Jobs Requirement :

- High School degree or equivalent experience. Bachelor degree is preferred
- Previous supervisory experience, experience in Security field is preferred
- Prior Police and / or military experience
- Possess excellent computer skills
- Have a high level of professionalism and integrity
- Good organizational skills and time management skills
- Have proven interpersonal skills
- Work with others in a team
- Speak and understand English, Mandarin, and Cantonese
- Lift a minimum of 50 lbs, push or pull 150 lbs
- Stand or walk for prolonged periods of time
- Bend from the waist, crouch, stretch, kneel, climb, twist and crawl without restrictions
- Possess good manual dexterity
- Respond to visual and aural cues

Interested Parties, please apply via:

- Email the detailed resume to [careers@sjmresorts.com](mailto:careers@sjmresorts.com)
- Hotline (853) 89820288 / 82970943 / 82970987



# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

部門單位： 保安部

職位名稱： 主任 - 酒店營運

### 職位內容：

- 提供保安服務、保護及維護顧客、員工、物業及其財產
- 透過站崗、行走、駕駛或乘坐機動車輛於物業內進行巡邏（非博彩區域、後勤區域、酒店區域及室外區域）以預防擾亂、不法行為或安全危機並於有需要時採取適當的措施
- 參與與人事有關的事務，包括但不限於：培訓、輔導、諮詢及評估
- 監督、執行及應對日常或緊急事務時需要體力勞動
- 確保人員公平公正地遵守公司程序及政策
- 有需要時安排及分配保安員工作
- 除分配保安員之工作外，應對所有重大罪行、事故、不尋常事件
- 為物業發生之事故進行調查，有需要時，確保取得所有文件以編寫事故報告
- 履行由管理層指派之其他工作
- 提供高效的保安服務
- 監督員工表現
- 與內部員工建立關係
- 履行指派之其他工作



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## SJM RESORTS, S.A.

### 職位要求：

- 高中畢業或以上程度，學士學位優先考慮
- 有監督經驗，曾有保安範疇之工作經驗優先考慮
- 警察 / 軍事經驗或於保安行業之工作經驗
- 卓越電腦技能
- 具有高專業水平及誠信
- 良好組織能力及時間管理能力
- 具有良好人際交往能力
- 能以廣東話、國語及英文進行口語交流
- 保持良好儀容及專業形象
- 能抬舉 50 磅重物，推或拉 150 磅重物
- 能長時間站立或行走
- 能彎腰、蹲跪、伸展、攀爬等而不受限制
- 手腳靈巧
- 能對視覺和聽覺之反射作出應對

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# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

**Department:** Security

**Position Title:** System Operator

**Jobs Description:**

- Observe and monitor persons on premises using CCTV camera system, respond to persons behaving suspiciously or unlawfully and report security breaches
- Allocate resources and tasks by responding to telephone / radio requests, monitoring progression / completion of tasks, recording and logging of all relevant information
- Acknowledge, respond and record all alarms within appropriate time frame
- Maintain and monitor Security Access System
- Monitor and coordinate communications during emergencies
- Provide assistance and information to security operations
- Assist in training of new Security Control Room Officers
- Perform additional tasks as required including the functions of a Security Officer

**Jobs Requirement:**

- High school education preferred
- Current First Aid Certificate
- Experience in Customer Service
- Police and / or military experience or prior experience in casino security
- Have basic computer skills

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# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

部門名稱： 保安部

職位名稱： 系統操作員

職位內容：

- 使用閉路電視系統觀察及監視物業內所有人員，對可疑或不法行為作出應對且作記錄以進一步解決安全漏洞
- 透過電話/對講機之要求安排資源及工作，監察該工作之進度至完成，並記錄所有相關資訊
- 於適當時間範圍內確認、應對及記錄所有警報
- 維護及監察保安部門禁系統、對講機及裝置
- 於緊急情況時監視及作協調溝通
- 為保安部營運隊伍提供協助及資訊
- 為新入職之系統員提供培訓
- 按要求執行其他職務，包括保安員之職能

職位要求：

- 高中教育程度或相關經驗，學士學位優先考慮
- 基礎急救 / 心肺復甦知識及證書
- 客戶服務經驗
- 警察 / 軍事經驗或於保安行業之工作經驗
- 基本電腦技能

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# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

**Department:** Security

**Position Title:** Coordinator - Administration

**Jobs Description:**

- Liaise with Police for daily Operations and reports
- Assist superiors to resolve administrative issues by analyzing and identifying information
- Provide information by answering questions and requests
- Maintain continuity of work operations by documenting and communicating required and necessary actions to management
- Accomplish department and organize missions by completing related results and reports when necessary
- Schedule staff coverage in order to ensure the company's best operations standards
- Perform other duties as assigned

**Jobs Requirement:**

- High school education or equivalent, Bachelor degree an advantage
- Current First Aid Certificate
- Experience in Customer Service
- Police and / or military experience or prior experience in casino security
- Have basic computer skills

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# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

部門名稱： 保安部

職位名稱： 協調員 - 行政

### 職位內容：

- 與警方聯絡以進行日常運作及報告
- 協助上司透過分析及識別資訊以解決行政事宜
- 遇到問題及要求時提供資訊
- 根據要求處理文件及溝通以保持部門持續營運並向管理層匯報
- 有需要時完成相關報告
- 為確保公司達到最佳營運需求，安排充足人手以覆蓋所有保安崗位
- 履行其他職務

### 職位要求：

- 高中教育程度或相關經驗，學士學位優先考慮
- 具有辦公室行政經驗者優先考慮
- 擅長微軟電腦應用程式
- 熟悉辦公室設備，例如打印機及傳真機等
- 以書面或口語之方式有效進行溝通
- 能聽講國語及廣東話，懂英語優先考慮
- 能夠輪班工作

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## SJM RESORTS, S.A.

部門單位： 保安部

職位名稱： 保安員

### 職位內容：

- 在指定的崗位及區域履行巡邏及固定的保安功能
- 維持賓客及團隊成員的秩序及安全
- 在被要求及指示下，處理所有緊急事故及警報

### 職位要求：

- 小學或以上程度
- 具酒店保安員或系統監察操作員工作經驗優先
- 需輪班工作

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