



203 W Murray Ave, Unit 6  
Manor, Texas 78653  
(512) 916-4100

**November 16, 2020**

**Office Manager Job Details.**

***Job Type and Schedule.***

- Full Time (40 hours per week)
- 8:00 a.m. – 5:00 p.m.
- Monday - Friday

***Work Hours and Benefits***

- Pay Rate. \$15 per hour
- PTO after 1 year
- Paid Holidays

***Education and Experience.*** Two to three years' experience in an office setting manager.

***Position Overview***

***About us***

**Dennis Security and Professional Services** is an asset protection and investigative services company founded in 2008. Our mission is to provide our business partners with integrated security and investigative resources, to protect their assets and to mitigate risk and vulnerabilities. We are socially responsible to our internal and external stakeholders, and the environment. Our vision is to build brand equity by fostering a long term professional relationship with our business partners and employees. We are licensed and regulated by the Texas Department of Public Safety, Regulatory Service Division: Private Security Program. Our competitive advantage lies in our value proposition, quality control measures, and integrated processes.

**Our Core Values** are Business Partners, Integrity, People, Teamwork, Speed, Innovation, and Performance. Our first priority is to consistently exceed our business partner's needs. We are committed to the highest level of ethical conduct wherever we operate. We obey all laws and protect the environment. We help our fellow employees improve their skills, encourage accomplishments, and stimulate them to approach their jobs with passion and commitment. We



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build trust and teamwork with open candid communications throughout the organization. We simplify processes and accept change as the rule, not the exception. We augment our services with technology to validate our activities, and too facilitate security and investigative operations. We encourage high expectations, set ambitious goals, and strive to provide exceptional customer service.

***EEO Statement***

Dennis Security does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, pregnancy, veteran status, or any other basis prohibited by applicable law.

***Duties and Responsibilities:***

**1) Daily**

- a) Process incoming and outgoing mail.
- b) Update Time Sheets in Officer Reports
- c) Operation Security. Shred all paperwork that contains any information related to operations, personnel, scheduling or our Business Partners
  - i) Documents with any identifying information related to:
    - (a) Employees
    - (b) Business Partners
    - (c) Dennis Security
- b) Help to maintain office cleanliness and order
- c) Manage Security Officer schedules by coordinating and filling upcoming shift vacancies.
  - i) Confers with Management before making any permanent changes to the schedule.

Forward Incident Reports [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



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[Redacted]

(9) [Redacted]

- e) Prepare calendar events after checking our Business Partners information channels for information for our School/Asset Protection Officers.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

- f) Review each Daily Activity Reports (DAR)
  - i) Edit for spelling and other errors.
  - ii) Download and save all DAR as a PDF. File the PDF in the appropriate Business partner OneDrive folder

(1) Public

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

- iii) Review all DAR's from the weekend (Fri, Sat, Sunday)
- iv) Report anomalies, and emergencies to the Chief Operation Officer via email (Monday – Friday).
- g) Ensure office is kept clean and organized at all times.

**2) Weekly**

- a) Mail Birthday Cards to employees as appropriate
- b) Drain the batteries on all radios and the camera. Recharge the next day and place back in storage
- c) **Fridays** – Ensure that calendar events are created for weekend and the upcoming Monday (Sat, Sun & Mon).
- d) **Fridays** – Prepare duty schedules.
  - i) Prepare duty schedules for the following week:



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- (1) Emailed next week schedule to our Business Partners using the correct email Distribution List not later than 2:00 p.m.
- (2) Update the schedule in Officer Reports
- (3) Email all School/Asset Protection Officers advising them that next week schedule has been updated in Officer Reports

### 3) **Monthly**

- a) Asset/School Protection Officers Security license:
  - i) Monitor Asset/School Protection Officers license expiration dates
  - ii) Send email notification to Asset/School Protection Officers reminding them to renew their Security License.
- b) Vehicle Insurance
  - i) Monitor Asset/School Protection Officers vehicle insurance expiration dates.
  - ii) Maintain a current copy of Asset/School Protection Officers vehicle insurance card on file
  - iii) Send email notification reminding Asset/School Protection Officers to provide us with a current copy of their vehicle insurance card
- c) Incident Analysis Report.
  - i) Print and review the Incident Analysis Reports at the end of the month. Review all Incident Reports that are entitled “**Other.**” Determine if the category of Other is correct, if not make the necessary changes. Inform the Chief Operation Officer when the review of the Incident Analysis Report has been completed.



### 4) **As required**

- a) Process employment applications
- b) Onboard new employees
- c) Assist in training staff members and new hires
- d) Maintain employee eFile



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- e) Process vacation request
    - i) Approve / Disapprove the Vacation Request
    - ii) Coordinate to fill schedule vacancies
  - f) Resolve administrative problems by analyzing information and identifying solutions.
  - g) Provide information by answering questions and requests based on the latest information
  - h) Monitor supply inventory by checking stock (Uniforms, equipment and supplies) to determine inventory level; anticipating needed replacement; placing and expediting orders for supplies; verifying receipt of supplies
  - i) Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies, and webinars
  - j) Prepare and submit emails to employees as directed and required
  - k) As needed, schedule drug screening appointments with [On-Site Solutions](#)
  - l) Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines
  - m) Maintain positive and professional relationship with staff, employees, and Business Partners. Welcome and greet all office guests
  - n) Answer phones in a professional manner and direct calls to appropriate persons or take detailed messages.
  - o) Suggest changes to office task workflow to improve efficiency
  - p) Do not share sensitive employee or company information without authorization
- 5) **Skills, Knowledge and Experience:**
- a) 2+ years' experience as an administrative assistant
  - b) High School Diploma degree required.
  - c) Reporting Skills, Administrative Writing Skills, proficient with Microsoft Office 365 Apps, Managing Processes, Organization, Analyzing Information, Problem Solving, Supply Management, Inventory Control
  - d) Detail oriented and comfortable working in a fast-paced office environment.
  - e) Exceptional communication skills.
  - f) Excellent customer service skills
  - g) Self-starter who works well independently
  - h) Familiar with common office equipment (printers, copier, fax, etc.)
  - i) Strong problem solver and analytical thinker
  - j) Professional demeanor



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6) **License and Certification Required:** None.