



JOB DESCRIPTION: Assistant Account Manager
JOB LOCATION: Salinas, CA
WAGE: \$18 hourly + Benefits
SHIFT DAYS: Wednesday- Saturday

Job Requirements

- Experience commensurate with the position: Minimum of 1 year or more experience in good standing as a full time Security Supervisor, preferably in a shopping mall environment with a span of control ranging from 3-7 officers.
- Demonstrated Leadership: Experience with providing solid supervision and leadership to a diverse group of employees; ability to communicate in manner that solves problems, fosters respect, and is perceived as objective, courteous, patient, professional; takes the initiative to be an excellent trouble shooter regarding a myriad of personnel/operational issues.
- Multi-tasking skills: must possess strong skills in managing projects, programs, and operational mandates; possess excellent administrative writing skills; ability to operate and understand many different computer programs associated with payroll, training, and scheduling. Assignments and projects are deliverables with competing priorities, some are the "big" and others are the "little" mandates, but all must be completed daily or by established deadlines. Attention to detail is a must, and the applicant must be stellar in the areas of reliability, follow-up, writing skills, critical thinking, and compliance with all directives from ABSS and Client.
- Big Picture Thinker: Must be able to understand, accept, and energetically participate in the global responsibility of managing a mall; Willing to step out of the "security" box and take on duties that support the greater effort of safely managing a mall; advocating success for not just security objectives, but also for Operations, Maintenance, Leasing, Marketing, and Housekeeping. In other words, we are working as one team for the greater benefit of having a mall that is clean, well lit, efficiently managed, guest focused, and profitable.
- Strong People Skills/Superb Communicator: interpersonal skills must be excellent and must project a perception of employees are valued, respected, and supported in every way possible. Ability to develop a reputation others will respect, admire, and support. Favoritism is unacceptable; must be objective and quick to recognize staff for work well done, and equally attentive to staff who are not performing their duties in accordance to ABSS Post Orders, Operations Policies, and other work values that advocate a "service ethic"; recommend and administer disciplinary action as appropriate.

If you would like to apply to this position, please contact your Applicant Coordinator at:

Last name begins with A-K: 916-854-3881

Last name begins with L-Z: 916-854-3882