



Job Title: SUSA Receptionist Officer

Location: Boston, MA (77 Summer Street) & Boston, MA (One Harbor Street)

Organization: Securitas Security Services USA Jobs

We hire people from all walks of life with a variety of distinctive skills and perspectives united with a common purpose – "To help protect homes, workplaces and communities by providing the security needed to help protect their assets and safeguard their people." From the beginning, we believed in the power of people and stood by the philosophy that 'Our People Make the Difference'. As our employees can attest, working for Securitas USA is a great opportunity to reach out on a local level, supporting clients in communities where they live. Our ability to accomplish goals is based primarily on the people we hire 'the face of our Company'. To learn more about Securitas Security Services USA jobs, please click [here](#).

Job Responsibilities:

- Acts as a receptionist for client facility to control access through the admittance process.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Observes and reports incidents or suspicious activity to client representatives, company management, life/safety personnel.
- Prepares logs or reports as required for site; writes and/or types reports and/or enters information in a computer using standard grammar; inspects security control logs and takes action as required.
- Provides administrative support, such as answering telephone, taking and delivering messages or transferring calls to voice mail when appropriate personnel are unavailable.

Job Requirements:

- With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling. Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds.
- Keyboarding, basic computer usage and operating controls; may be required to operate various software applications.

For more information on how to apply for the SUSA Receptionist Officer position please click [here](#).

Posted on: 11/10/2014

Major: N/A

For further information please contact the offices of Career Services and Industry Partnerships:

Phyllis Molta	617-588-1347	pmolta@bfit.edu	Director
Jack Harari	617-588-1379	jharari@bfit.edu	Contact for Full-Time Jobs
Emily LeFevre	617-588-1338	elefevre@bfit.edu	Contact for Part-Time Jobs