



# Security Officer/Reception Attendant Casual Positions

---

*Port Macquarie Panthers have an amazing opportunity for experienced and versatile Security Officers with exceptional customer service skills to join our friendly team.*

We are looking for dedicated and enthusiastic individuals to join our newly refurbished and busy club. As a Security Officer, you will be enthusiastic and committed to utilising your exceptional people skills to provide a professional security service responsible for the provision of effective, efficient and responsive security services throughout the whole club. Welcoming members and guests as they enter the club, you will be the first point of contact and will have a great impact on that important first impression of our amazing Club. Keeping up to date on all of the happenings and offerings within Panthers, you will enthusiastically promote what's happening at the Club, now and in the future.

**Main Duties and Responsibilities will include, however are not limited to:**

- Maintaining security of the premise - both property and personnel;
- Ensuring patron adherence to entry regulations;
- Managing intoxicated patrons;
- Writing Incident Reports;
- Adhering to Panthers policies, procedures, & legislative requirements;
- Providing exceptional customer service to Panthers members and guests;
- Meeting, greeting and signing in all patrons entering the club and;
- Handling customer enquiries in person and over the phone.

**To be successful in this role, you will have:**

- A minimum of 12 months experience as a Security Officer;
- Strong customer service focus and exceptional written and verbal communication skills;
- Ability to deal with high pressure situations;
- A current 1AC Security License, First Aid, RSA, RCG and current full drivers licence;
- Charismatic personality and a welcoming nature;
- High standard of personal grooming and;
- Outstanding organisational skills, attention to detail, high degree of accuracy and a positive can-do attitude.

With a strong work ethic, you will have the ability to work well in a team environment as well as autonomously. You are required to be flexible and reliable as you will need to be available 24/7 to work as required including nights, weekends and public holidays.

If this sounds like the job for you then please apply today!

The Panthers Group is an Equal Opportunity Employer and encourages indigenous Australians to apply.

---

**Want to Apply?**

Please send your Cover letter and updated Resume to -  
[employment@panthers.com.au](mailto:employment@panthers.com.au)