

24/7 GSOC - Travel Security Specialist

Job Description:

A global risk management company is looking for a GSOC Travel Security Specialist to join our 24/7 team. You will support the coordination of international travel security and risk mitigation projects, risk identification and incident management as well as the creation of standard operating procedures aimed to provide the highest level of safety and excellent reactions to urgent matters. The company manages the travels of many fortune 500 employees and c-executives around the world, providing them with security solutions, such as executive protection and secure transportation (+ much more), to ensure safety and business continuity. We furthermore provide emergency support (on ground & via consulting) to our clients, when crisis hits, such as natural disasters, terrorist attacks, drastic political changes within a country that require support or evacuation of expats, pandemic challenges, and much more.

It is the GSOCs responsibility to overview and control all ongoing missions and to take a significant responsibility in their preparation. This position requires a strong logistical & operational understanding, profound communication skills, good client orientation and excellent English.

This is not a technical position (no CCTV, ACS, FAS etc.) and not a research analyst position (Research skills required and will be taught).

Responsibilities:

- Oversee & control travel operations and risk mitigation projects around the world
- Communicate directly with our teams, vendors, clients and other GSOCs during emergency and routine.
- Understand, compile, and follow security procedures.
- Documentation during missions and updating work management software.
- Understand operational information and create proper intra-shift briefs & exchange
- Conduct detailed written and verbal situation briefings, both internally and externally
- Participate in frequent training sessions and exercises to ensure GSOC proficiency
- Conduct research and screen for major events around the globe affecting client interests.
- Conduct after-action debriefs to identify best practices.

Skills/Qualifications/Experience

- Client oriented mindset.
- Excellent spoken and written English.
- Very strong operational thinking & judgment
- Ability to take decisions in high - pressure situations.
- Clear, effective communication and decision making under fast paced conditions.
- Flexibility to work in rotational shifts.
- Ability to prioritize, multitask, work independently, and complete projects in a time sensitive and demanding work environment.
- High degree of discretion and confidentiality
- Team-player + high level of independence
- Good knowledge of Microsoft (word, excel, outlook, ppt) as well as quick learner when it comes to client/work management platforms and monitoring tools
- Experience in conducting research and writing. Aptitude to learn.
- Awareness of global events in the security and geopolitical field.
- Cultural sensitivity
- Experience in the field is an asset but not mandatory
- A master's degree is an asset but not mandatory.

Work Hours

- The schedule is rotating with 2 weekly offs a week, shifts include morning, afternoon, and night shifts.
- As the GSOC operates 24/7, candidates must be able to work weekends and holidays as well.

• **MAX Protection Services Pvt Ltd** •

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