



PHILLIPS & COHEN
ASSOCIATES LTD

Position:	Front Desk Security
Discipline:	Administration
Position Type:	Non-Exempt/Hourly
Location:	Wilmington, Delaware

General Description:

Phillips & Cohen Associates is looking to hire a front desk security officer position for our Wilmington, DE office. This position is considered full-time, offering 32-38 hours per week.

The selected candidate will be offered paid time off in the form of sick and vacation time, as well as benefits (medical, dental, 401k, life, etc.).

Candidates must have security experience to be considered for this position.

Required hours:

M-TH 3:00 PM – Close (9:30 PM approximately)

Saturday 7:30 AM – 12:30 PM

Candidates must have flexibility with the end time of their shifts, as business needs may require security presence longer than indicated on this job posting.

***Key attributes:** Commitment; Compliance; Compassion; Innovation; Attention to Detail; Punctual; Hardworking; Focused; Diligent; Trustworthy

About Phillips & Cohen Associates, Ltd.

PCA provides Equal Employment Opportunity for all individuals regardless of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, veteran status, genetic information and any other basis protected by federal, state or local laws.



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Revision	Date	Description of changes	Requested By
1.0	2/9/2015	Creation of JD	Curtis Vincent
1.1	3/15/2018	Update/edits to responsibilities	Andrew Worrall
1.2	9/11/2018	Reviewed document, added document name to footer; edited formatting	Alexa Akins
1.3	10/8/2018	Reviewed & updated	Andrew Worrall