



Monitoring Officer

Wormald and Guardforce Fiji are Fiji's leading and largest Fire & Security organization with over 50 years' experience in the region.

We are seeking a motivated and results driven experienced person with a desire to grow.

Key Deliverables

- Manage Customers on the monitoring of their Alarm systems
- Respond to internal and external enquiries via email, phone and face-to-face
- Manage and update client's database
- Provide customers with technical support via email, phone and face-to-face
- Perform general administration duties in collating reports, filing etc.
- Report to Shift Supervisor

Knowledge, Skills and Qualification required

- Must be computer literate with typing speed of at least 30-35 words per minute
- Tertiary Level Education preferable but not required
- Excellent Communication Skills (internal and external)
- Experience in a Customer Service position would be an advantage
- Able to do Shift Work
- Be highly responsible and able to work unsupervised
- Hold a clean police record

Please submit your application with detailed resume to the below no later than **Friday 4.00pm, 27th May 2022.**

“Vacancy- Monitoring Officer
Manager Human Resources & Corporate Services
P. O. Box 1319
Suva
Fiji
Email: recruitment@wormaldfj.com

We are an equal employment opportunity employer. All applications will be confidentially treated and only shortlisted applicants will be contacted

We are a fully compliant security operator and hold a Master License as required to legally operate in Fiji under the Security Industry Act (2010)



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