

## Security Surveillance Officer

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Company: Avery Dennison Smartrac

Location: Karachi

Category: other-general

### Company Description

#### About Avery Dennison

Avery Dennison Corporation (NYSE: AVY) is a global materials science and digital identification solutions company that provides a wide range of branding and information solutions that optimize labor and supply chain efficiency, reduce waste, advance sustainability, circularity and transparency, and better connect brands and consumers. Our products and solutions include labeling and functional materials, radio frequency identification (RFID) inlays and tags, software applications that connect the physical and digital, and a variety of products and solutions that enhance branded packaging and carry or display information that improves the customer experience. Serving an array of industries worldwide — including home and personal care, apparel, general retail, e-commerce, logistics, food and grocery, pharmaceuticals and automotive — we employ approximately 35,000 employees in more than 50 countries. Our reported sales in 2023 were \$ billion.

Learn more at .

#### Job Description

##### Employee Development

Model and promote the Corporation's Code of Business Ethics and Values.

Train and provide development opportunities for staff. Ensure annual goals are complete and communicated. Ensure Global Performance Management System is up to date and regular feedback is provided to staff members.

Monitor and evaluate team members and adjust training where needed.

Attract, retain and develop high potential talent.

Perform general management duties, exercising usual authority concerning staff, performance appraisals, promotions and terminations. Responsible for training and development of subordinate staff, estimating personnel needs, assigning work, meeting completion dates, interpreting and ensuring consistent application of organizational policies.

Act as a team role model and change agent.

Positively lead and influence team members to partner together to achieve individual and business goals.

### **General**

Assists senior and top management in the preparation and evaluation of standard policies and programs involving new or improved facilities.

Prepares or directs the preparation of cost estimates and supporting budgeting documentation and reports.

Manage negotiation and execution of transactions, agreements, and related documentation for facility products and services.

May supervise the office services and facility personnel, such as receptionists, mail room clerks, technicians, specialists.

Manage the internal security system, employee ID badges, security policies and procedures. Ensure building security system is in good working order and that policy and procedures are followed by employees. Ensure the software that supports the system is updated and maintained and all of the employees in the system are current and all terminations are removed from the database. Responsible for the visitor Photo ID system.

May oversee the maintenance function at one or more Site Locations.

May oversee EH&S and Safety programs or support EH&S to ensure safe facilities and working conditions – (Disaster Recovery Planning, OSHA, Fire, Security, Emergency Response).

May also manage employee cafeteria.

Controls expenditures and approves payments for goods and services within authority; makes recommendations to higher management on matters exceeding that authority.

Meets with department heads to discuss matters concerning space, workflow, relocation, alteration, or remodeling, and oversees the preparation of working drawings and plans.

Arranges for all tours and inspections of a technical nature, such as professional groups or fire and insurance inspections.

Maintains up-to-date knowledge of space-planning procedures, rental techniques and lease terms, and all matters pertaining to the management and maintenance of property.

Responsible for planning, directing, coordinating, and controlling facility maintenance to ensure proper safety, sanitation, and mechanical functions for all buildings, grounds, and equipment.

Supervises employees or outside contractors who construct, maintain, and repair utilities systems, buildings, and equipment via one or more of the following trades: electrical, plumbing, carpentry, air-conditioning, heating, painting, and/or general maintenance. Sets priorities and performs forecasting and allocates the resources needed to complete all preventive and corrective maintenance tasks.

Ensures that all utility systems are fully operational and inspected in accordance with preventive maintenance schedules.

Manages the process for preparing cost estimates negotiating contracts, ensuring compliance to Avery Dennison supplier qualification processes, inspection of completed work for conformance to specification, and supplier relationship management for facility related services and projects.

Responsible for documentation, communication, training, maintenance and adherence to Standard Facility Procedures.

Align with Business Units within facility to support business goals and needs.

### **Qualifications**

Bachelor's Degree preferred.

3-5 years prior facilities services or related experience to include facilities maintenance,

project coordination, office services, and related activities.

### **Additional Information**

Knowledge of local fire safety codes and other applicable city, state, and federal codes.

Skilled in coordinating multiple priorities concurrently and effectively.

Excellent communication skills, listening skills, and interpersonal skills.

Independently identifies and initiates continuous process improvements related to Facilities.

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