

## **Job Title : CCTV Controller**

### **OVERALL PURPOSE:**

- ◆ Serving as the first point of contact for CCTV issues, logo lighting cut off or any alarm go off.
- ◆ Escalate any critical problem to relevant team to solve the issues.
- ◆ Solve any problem at site, notify, to relevant stakeholders.
- ◆ Make daily reports on any incidents, work progress, pending.

### **RESPONSIBILITIES:**

- ◆ Perform in reviewing CCTV monitoring, Fire alarm, Logo lighting
- ◆ Notify to relevant stakeholders on any issues related to Logo, Lighting, CCTV, Fire Alarm etc.
- ◆ Provide accurate information and report daily
- ◆ Record events and problems and their resolution in logs record
- ◆ Follow-up and update issue status to Property team
- ◆ Identify and suggest possible improvements on procedures
- ◆ Comply with data protection act
- ◆ Be able to operate and monitor CCTV to ensure fully functioning, Recording, Review playback, Fire alarm system, Intruder alarm system, Logo lighting

### **OTHERS:**

- ◆ Daily and Monthly Report,
- ◆ Other support need assigned by management
- ◆ Documents filling and other administrative tasks to be adhered

### **REQUIREMENTS**

- ◆ Proven Experience with CCTV control, Building Control system is preferred
- ◆ Abilities to use computer systems, CCTV and other tech products
- ◆ Ability to report and resolve basic issues to relevant staff
- ◆ Some understanding in English
- ◆ Good Communication skills in local and some in English
- ◆ Be able to work on Weekend or Public Holiday
- ◆ Honest, Reliability, and a communication to strict confidentiality

### **Contact Info:**

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