

Security Specialist

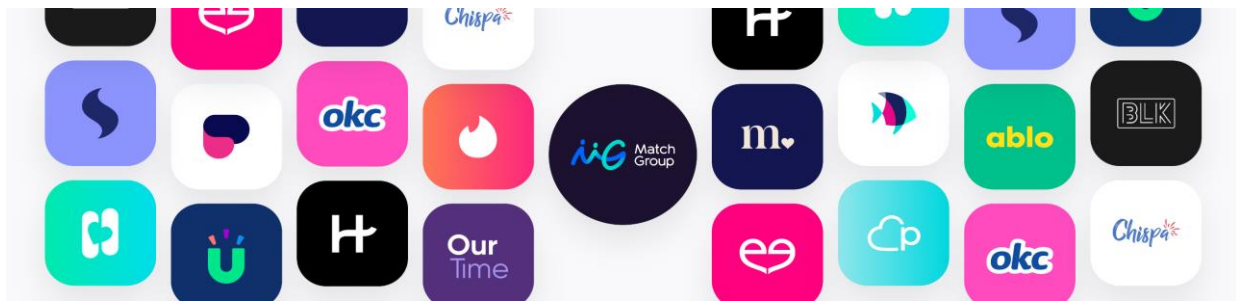
[Link to apply](#)

Match Group is a leading provider of dating products available globally. Our portfolio includes Tinder, Match, OkCupid, Hinge, PlentyOfFish, and others, each designed to help singles find meaningful connections.

As a Security Specialist for Match Group, you will assist with the implementation of Match Group's security and executive protection action policies, procedures and directives at our two West Hollywood offices. You will ensure that our security staff is trained and adheres to the policies and procedures outlined in the Protection Manual.

How you'll make an impact:

- You will provide a safe and secure environment, handling any public interaction with disorderly or disruptive people in a professional manner
- You will assist in close protection, risk management, and security operational planning
- You will enforce rules, regulations, policies, procedures and respond to emergency situations requiring security assistance
- You will write detailed narrative reports and maintain daily activity reports
- You will mentor and train security officers to effectively handle emergency responses and protection of corporate executives
- You will provide executive protection and logistics support to company executives while on-site, and during special events
- You will assist in threat assessments, risk analysis, site surveys, and crisis management
- You will respond to incidents, ensuring appropriate action is taken by staff, appropriate parties were notified, and After Action Reports are completed
- You will coordinate with the Security Manager to establish goals, objectives, and then ensure these are properly communicated to staff
- You will comply with all procedures, rules and regulations set forth by Department head
- You will perform concierge duties including, guest registry, report writing, building access and video surveillance
- You will operate the Fire Safety Command Station to make announcements and acknowledge alarms
- Should the need arise, you will respond to armed threats and any real or perceived threats of violence



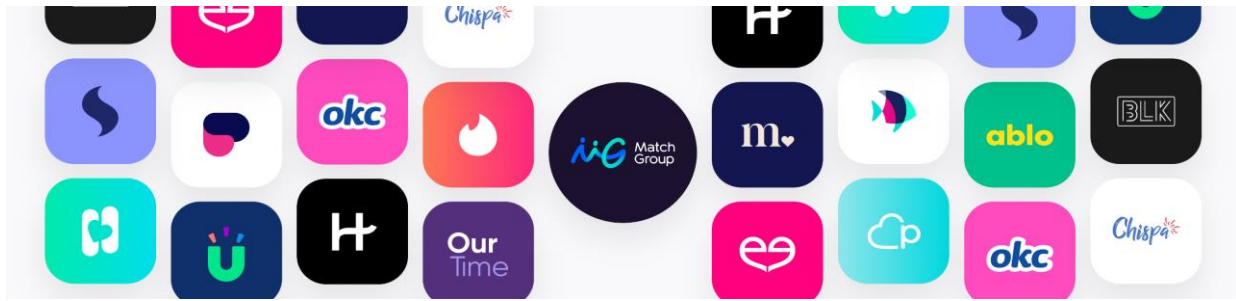
We could be a match if:

- You have completed an Associates Degree and have at least three years of related experience in Law Enforcement, Executive Protection, Military or Security
- You are available to work a regular schedule, which may include daytime and/or nighttime shifts, plus overtime on an as-needed basis
- You have and maintain an active municipal or county-issued, California State-approved license to carry a concealed weapon
- You possess your own firearm (approved by Security management) and be able to secure the weapon offsite
- You meet the condition of continued employment by maintaining current active status of all required CA BSIS Security, firearm and First Aid/CPR certifications
- You have completed an Executive Protection training course or have an equivalent certification
- You have excellent organizational, leadership, customer service, communication and time management skills.
- You have the ability to qualify and be issued a security officer licensure in all areas
- You are proficient in MS Office, Word, Email and are able to frequently prepare written reports on the computer
- You are able to effectively present information and respond to questions from groups, managers, clients, customers, and the general public
- You are able to safeguard confidential information and materials and understand the necessity to maintain confidentiality in all aspects of the work environment.
- You have strong attention to detail and the ability to handle multiple tasks

Applicants must pass pre-screening process including a background investigation.

The Essential Physical & Mental Functions of this role:

- You can read, understand and clearly speak English; constantly use speech and hearing (correctable to normal level required) in communicating with public/co-workers, giving and receiving instructions, using phones
- You can stand or walk constantly (for up to an entire shift) on various surfaces (tile, concrete, carpet).
- You can climb stairs and ramps and run as needed.
- You occasionally bend/twist at waist/knees/neck to perform various duties.
- You can occasionally lift or carry up to 40 pounds.



- You are able to constantly use both hands and arms in reaching/handling/grasping/fingering while using phone, notepad, writing reports, and other administrative tasks.
- You are able to have constant use of eyes (correctable vision to normal level required) to observe, read, interact with public and co-workers, view security monitors; includes hand/eye coordination
- You can work in various environments including adverse outdoor conditions such as cold, rain or heat
- You exercise constant mental alertness and attention to detail required while setting priorities and following up on assignments
- You must be willing to follow chain of command and established security procedures
- You must be able to handle pressure of working with high volume general public (constantly to occasionally depending on assignment).

Why Match Group?

Our mission is simple – to help people find love and happiness!

We love our employees too – here are some examples how:

Annual training budget for each employee

100% employer match on 401k contributions

Specific COVID-19 allowance for home office set-up

Matched giving to qualified organizations

100% paid Parental Leave

Happy Hours and Company events (they are all virtual now, but still a ton of fun!)

We value diversity at our company and will never discriminate based on someone's race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.