



## Role Profile: Security Administrator

### Vacancy Description

Amiosec is an exciting and growing UK technology company with innovation, agility and state of the art technology at its core. We work in partnerships with UK government customers and commercial providers to deliver research, technology and products in the communications security sector.

Amiosec Ltd is experiencing rapid growth which has in turn opened up an exciting opportunity for a Security Administrator. As an administrator you will be expected to assist the team by helping ensure that internal and external security processes are suitable and correctly applied. Example areas are:

- Asset management
  - You will be responsible for ensuring sensitive assets are recorded, audited and handled appropriately and are made available to the appropriate staff
- Goods In/Out
  - You will be the main point of contact for all goods-in, ensuring that items received are inspected and processed correctly
  - You will arrange the shipment of secure assets to external locations, ensuring the correct processes are followed
- Mustering
  - You will assist the team in conducting asset musters and ensuring that asset registers are accurate and maintained
- Security Culture
  - You will help ensure that the Company maintains a good security culture by:
    - Briefing staff
    - Providing New starter security inductions
    - Conducting leaver security de-briefs
    - Providing guidance
    - Helping to evolve security processes
    - Record security incident reports
- Vetting
  - You will assist with vetting
  - Ensuring annual security appraisals are completed
  - Assistance with completion of the BPSS
- Visitors
  - You will help ensure that visitor security processes are followed, checking visitors' clearances, confirming clearances for staff travelling offsite



**Requirements**

Attention to detail, customer focused, self-motivated, team player, good time management

Willingness to be flexible and assist in other areas of the business where deemed necessary

Must be willing to obtain and maintain a valid UK Security Clearance as required

**Desirable**

Knowledge of HMG Security Controls & Procedures, including HMG IA Standard No. 4

**Opportunities**

Amiosec is growing rapidly and we are looking for someone who is not only happy to work with existing processes but also to develop these processes and take on more security responsibilities within the organisation.

