



Goldbelt Security, LLC
8585 Old Dairy Rd., Suite 201
Juneau, Alaska 99801

Title: Security Intern (Goldbelt-Juneau)

Department: Security

Hours of Work: 40 hours

Category: Internship

FLSA Status: Non-Exempt

Salary/Grade Level: DOE

Date Approved: 02/2016

Reports to (Supervises/Liaison): Operations Manager

INTERNSHIP SUMMARY

The Security Intern at Goldbelt Security-Juneau will learn and assist with the administration of the day-to-day operations of the security organization. This position is a great opportunity to learn the basic understanding of a security company with a dynamic organization, and should well prepare the intern for an entry level position with any professional company. Intern will:

- Assist management with monthly billing
- Assist in creating employee folders for current and future employees
- Help determine scheduling needs
- Work on solving complex issues that arise in day to day operations
- Other duties as assigned

Major Project: Goldbelt Security is in the process of developing an Operations Manual and post orders for all contracts. The intern will be able to assist management in writing these crucial documents. The intern will work closely with management in designing and writing out the Operations Manual so all current and new employees will be able to have a copy for their records. Along with developing a new Operations Manual, the intern will assist management in writing new Post Orders for all current operations. The idea behind this is to make sure we are performing all duties that the client's want done. Goldbelt Security management and the intern will meet with the client's and proceed to discuss what the client would like to be done when services are being performed. After drafting up new Post Orders, we will discuss with the client's once again to make sure everyone agrees with them.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Skill in keyboarding and Microsoft office
- Skill in oral and written communication and interpersonal skills.
- Ability to organize and pay attention to detail.
- Eligible for participation in Goldbelt's Career Development Program;
- Working towards an Associate's, Bachelor's or graduate degree in Criminal Justice, Security Services or other related fields;
- Must be available to work out of Goldbelt's corporate office in Juneau for a minimum of 12 weeks.