

We, **METRO** Cash & Carry Vietnam Ltd., a powerful brand with characteristics as:

- Unique business concept
- Strong self-service wholesale brand
- Sharp profile in the market
- Competitive internationalization and expansion
- Strong international corporate culture founded on Core Values
- Proactive employees development

are looking for the qualified Candidates for the following position:

LOSS PREVENTION MANAGER **QUẢN LÝ AN NINH**

REPORTS TO: Distribution Center Manager (DCM)

WORK LOCATION: Metro Thang Long
Pham Van Dong St., Co Nhue Ward, Tu Liem Dist, Ha Noi

MISSION STATEMENT

- People and asset protection (Loss and Prevention)
- Profit and property conservation
- Ensure store maintenance well manage

ROLE & KEY RESULT AREAS

- Identifies and prioritizes security risks and notifies the Store Manager accordingly
- Ensure that appropriate policies, programs, procedures and guidelines in order to prevent or minimize losses and business disruptions are fully applied
- Ensure to supervise the maintenance department to fully perform at their best
- Provides high quality consulting and expertise that assures compliance with the company guidelines/ procedures
- Maintain sound security practice

WORKING RELATIONSHIPS

- Maintain the store security function as an effective support function and a successful business factor in the store
- Implement the agreed security business plans annually of the store
- Perform all security measures and activities in the store and distribution centre respectively
- Responsible for the store leadership and deployment of relevant processes and systems to mitigate security risk to the companies human, physical and informational assets
- Enforce compliance with all company security, safety and maintenance rules, standards, guidelines and governmental regulations
- Perform security gap analyses and self assessments in accordance with MCCVN and local regulatory requirements

- Develop and implement store security programs and procedures consistent with the company standards and country specific legal requirements which are necessary in order to safeguard the company
- Manage and ensure continuous implement of all security and safety measures, in particular against shoplifting, theft, burglary, pilferage, robbery, fraud or any other site specific criminal actions
- Analyse MCC relevant local crime trends and make appropriate recommendations to correct the trends
- Maintain a MCC incident data base of store
- Conduct security related investigations
- Follow up on security breaches

Projects:

- Drive the implementation process for the company Security Minimum Standards in the appropriate store
- Provide training and awareness programs to relevant functions and employees pertaining to security matters

Cross divisional tasks:

- Conduct a store specific threat and risk analysis
- As part of the country security team provide input in the development of leading edge technologies and processes in areas of expertise
- Establish and maintain a good working relationship with local police and law enforcement agencies
- Implement the necessary security features in all relevant business processes
- Manage and administer the store crisis/emergency management plan

WORKING RELATIONSHIPS

Internal:

- Report to Distribution Center Manager
- Report to Regional Security Manager
- Supervise Loss Prevention team
- Supervise Maintenance team in Distribution Center
- Coordinate with Head Office Loss Prevention
- Coordinate with all Department Head & All Staffs

External:

- Supervise Security Guards
- Coordinate with Security Guarding service providers

Coordinate security and safety devices service providers

PEOPLE SPECIFICATIONS

- Has a thorough knowledge of all sections of the trading office and is multi-skilled
- Is numerate and literate
- Can use Word, Excel, GMS.
- Has the ability to input data to produce monthly reports in a recognized format
- Has the ability to plan and carry out a stock take and the knowledge to be able to carry out investigations
- Is familiar with the Stock take Manual
- Can quickly adapt own knowledge to develop skills on other department in within the store

Successful candidates will be offered a competitive salary & benefits package, health insurance and professional training programs.

In strict confidence, interested candidates please send your full resume in English and 01 photograph to the below address:

**Metro Cash & Carry Vietnam Ltd.
Metro Thang Long- HR Department
Pham Van Dong St, Co Nhue ward, Tu Liem district, Ha Noi city.**

or Email: mccvn.hr.st13@metro.com.vn

**Please put job title on your cover letter or into the subject of your email.
Only short-listed candidates will be contacted for an interview.**