



Position Title:	Loss Prevention Associate
Reports to:	Director, Loss Prevention
Business Unit:	Corporate Security

Position Summary

Reporting to the Director, Loss Prevention, the **Loss Prevention Associate** is a supportive role providing frontline security and loss prevention resources. The Loss Prevention Associate works collaboratively with Corporate Security through the Loss Prevention team to provide a safe retail environment for the retail team and guests alike.

Job Functions

Essential Responsibilities:

- Provide exceptional service to internal and external stakeholders through incident response, crime prevention and industry best practices
- Communicate loss prevention and security standards/best practices to retail employees
- Execute prevention programming to address identify patterns of criminality or workplace violence
- Provide investigative support to Corporate Security and external agencies
- Prepare and file investigation notes, recommendations, and outcomes

Secondary Responsibilities:

- Provide input in the effective development of Loss Prevention programs
- Triage maintenance and repair requirements for security hardware
- Demonstrate commitment to the NSLC's Values and social responsibility mandate
- Demonstrate commitment to workplace health and safety
- Travel and work on-call as required
- Perform other related duties as assigned

Qualifications

Knowledge, Skills and Abilities:

Knowledge

- Knowledge and experience in the use, of security hardware and the application of Crime Prevention Through Environmental Design (CPTED)
- Knowledge of applicable federal and provincial legislation including the Criminal Code of Canada, the Nova Scotia Liquor Control Act, and relevant cannabis and privacy legislation
- Knowledge of retail operations and related operating practices as well as NSLC systems, policies, and processes

Skills

- Effective interpersonal and relationship building skills
- Proven ability to communicate clearly, accurately and diplomatically in both oral and written formats
- Effective organization and time management skills
- Demonstrated ability to quickly adapt to changing environments and effectively resolve conflicts.
- Strong computer literacy in standard MS Office and web-based applications as well as Perspective Case management or similar software.

Abilities

- Able to work co-operatively with diverse teams across the organization to organizational goals
- Work effectively and remain composed in conflict situations
- Maintain a high level of confidentiality in all related matters
- Demonstrate leadership & trust

Education and Experience:Required

- Related experience and/or post-secondary education in criminal justice, and protective security services
- 3-5 years' experience in the field of Loss Prevention, enforcement and/or corporate security
- Able to pass a security back-ground check
- Valid NS Driver's License ability to produce a clear Driver's Abstract if required

Preferred

- Experience in the field of law enforcement and/or retail risk management
- Experience in conducting or assisting in criminal, civil or compliance investigations
- Training, certification and/or experience in security hardware such as lock and cameras

An alternate combination of education and experience may be considered.