



Security Reception

A security officer and receptionist who performs a combination of security and customer services including your access and egress control, front line reception for your staff and your visitors, switchboard operations either as break relief or as part of the overall functions and duties of the Security Receptionist.

Most companies have some form of reception area through which both your employees and your visitors pass daily.

We offer a combined service where a receptionist/concierge greets your visitors in a customer service-minded and friendly manner while maintaining high standards of confidentiality and security you demand.

In many cases this can be combined with switchboard operator services during the day, and the officer fully operates the switchboard at night and weekends.

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The Security Receptionist can also deal with all incoming courier deliveries and can ensure that they are delivered to the correct person in time and that outgoing urgent packages essential to your business are collected by the courier company for dispatch to your customer.

The Security Receptionist will also record all visitors' movements in and out of the building providing the valuable and necessary data that is needed in case of an emergency evacuation of the premises is required and an accurate list of everyone in the building is needed for a head count.

Some of our reception services include monitoring access of employees, contractors and visitors to facilities, issuing badges, maintaining logs, inspecting bags and packages and giving directions.





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Our officers can also be assigned to lobby areas, controlling access to the buildings and functioning like a hotel concierge. All of these services help ensure that the environment for your employees and visitors is safe and secure.

Securitas Night receptionists for hotels and other 24-hour premises and businesses are specially trained and selected guards who combine security and guest services in their work.

The service is a cost-efficient solution for operations at night and strengthens the hotel's atmosphere of safety. Securitas mans the reception at night and carries out, in addition to the night receptionist's normal work tasks, preventive security controls and security patrol rounds and checks.

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