

Position: Assistant Security Coordinator Summer Student

Location: 145 Richmond Rd, Ottawa

Work Model: Onsite

Reports to: Security Coordinator

Position Summary

Our Assistant Security Coordinator summer student will ensure that background checks are up to date for current employees, and initiate checks for our new employees. You'll conduct fingerprinting, analyze the results of criminal and credit checks, and ensure employee data is up to date.

What We Can Offer You

- **Career:** As a knowledge-based organization we will provide you with a summer of learning opportunities and work that will grow your knowledge, skills and abilities - and your resume! We will give you a strong foundation for your career, with impactful work and a supportive team that has years of experience in their fields.
- **Culture:** Personal character is the foundation of our culture. CBN's 7 Core Principles shape and guide our behaviours and underpin the sense of community you will experience at CBN. Equality, diversity and inclusivity are important to us as an organization, and we are committed to fostering and developing a work environment where every employee is treated with dignity and respect.

What you'll do

- Advise CBN employees of our ISO 14298 obligations and coordinate and track 3-year security clearance checks for all CBN employees in need of security clearance renewals.
- Initiate a criminal record check and credit check through our 3rd party background check provider for each CBN employee in need of a security clearance renewal.
- Assist in fingerprinting all new employees and employees that are up for a clearance renewal; as well as communicating/booking prints if Security Coordinator is away.
- Liaise with CBN employees and Security Agents to ensure that required CBN employees have updated their badge/photo.
- Assist in completing all filing that belongs in each employees' files.
- Assist in data entry: entering/tracking names of employees and contractors that sign an Acknowledgement of Confidentiality forms.

Qualifications

- Must be a current College, CEGEP, or University student
- Must have completed at least 1st year and be enrolled for upcoming fall semester
- Preference will be given to students enrolled in programs most closely aligned with the job
- Good communication skills
- Able to become an approved fingerprint technician through the RCMP.

If Secret Cleared (an asset)

- Become an ACSO (Alternate Company Security Officer)

- Assist in tracking and assigning/completing the secret clearance renewals for current employees that year.

About Us

CBN designs and develops industry leading solutions for the following domains: Border Security, Civil Identity, Driver Identification and Vehicle Information, Currency and Excise Control, and Lottery and Charitable Gaming. To learn more, visit www.cbnco.com.

As an Equal Opportunity Employer, Canadian Bank Note Company, Limited is committed to achieving a skilled and diversified workforce that reflects the diversity of the Canadian population. We encourage applications from women, visible minorities, people with disabilities and Aboriginal people. Canadian Bank Note Company Limited is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise the interview coordinator of any accommodation measures you may require.

The health and well-being of our employees is a top priority for CBN. It is our responsibility to ensure that we provide a safe work environment. In response to the COVID-19 Pandemic, we have implemented a mandatory vaccination policy that requires all employees to be Fully Vaccinated. Currently, Fully Vaccinated means that you will have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada. For prospective candidates, when a conditional offer of employment has been made, you will be asked to attest to your vaccination status and will be required to submit proof of vaccination status or request for accommodation pursuant to a relevant provision of Ontario's Human Rights Code, as amended. If you have any questions or require human rights-based accommodation, please reach out to the CBN Human Resources team at humanresources@cbnco.com.