



Now Hiring!

IF YOU ARE AN ENTHUSIASTIC, HARD WORKING INDIVIDUAL LOOKING TO GET A FOOT IN THE DOOR IN THE FIELD OF PUBLIC SAFETY OR INVESTIGATIONS THEN THIS POSITION IS FOR YOU!

Position: Office Administrator

Location: Gurnee, IL

Description: The primary duty of the Office Administrator is to oversee all operations pertaining to their location and act as the line of communication between the District Manager and their employees and ensure any and all issues at their location are being handled professionally. The Office Administrator will be responsible for managing the operations of a specific location. Office Administrators will be well-versed in fingerprinting, assistant training, notary public services, and process serving administration. Office Administrators will maintain employee personnel files for their location. Office Administrators will attend networking events and any other event pertaining to their location. Office Administrators will continue to research customer leads, network, and promote our services.

Email Your Resume To

www.krimsonsecurity.com

Visit Us At

krimson@krimsonsecurity.com



Private Detective Agency

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