



Asset Coordinator

Job Scope

As an Asset Coordinator, your main duty is to supervise and handle the organization's assets from the beginning to the end of their lifecycle. You will be responsible for keeping accurate records, tracking asset movements, and optimizing asset utilization to ensure cost-effectiveness and operational efficiency. Your strong organizational skills and attention to detail will be crucial in efficiently managing different types of assets.

Responsibilities

- **Asset Inventory Management:** Create and maintain a comprehensive database of all company assets, including equipment, machinery, vehicles, hardware, software licenses, furniture, and other tangible and intangible assets.
Asset Tracking: Implement an efficient tracking system to monitor asset location, status, and condition. Regularly update asset records to reflect ownership, place, or relevant information changes.
Procurement and Acquisition: Collaborate with procurement teams to ensure all asset acquisitions are correctly recorded, tagged, and added to the asset management system upon receipt.
Asset Disposal and Retirement: Coordinate the retirement and disposal process for assets that have reached the end of their useful life or are no longer needed. Ensure compliance with legal and environmental regulations during asset disposal.
Maintenance and Repairs: Work closely with maintenance teams to schedule and track maintenance, servicing, and repairs for assets to prolong their lifespan and maintain optimal performance.
Auditing and Compliance: Conduct periodic audits to verify asset data accuracy and compliance with internal policies and external regulations. Address any discrepancies or issues promptly.
Documentation and Reporting: Generate regular reports on asset utilization, depreciation, and performance for management review. Prepare asset-related documentation for internal and external purposes as required.
Asset Policy Development: Assist in developing and updating asset management policies, procedures, and guidelines to enhance overall asset management practices.
Training and Support: Provide training and support to employees on asset management procedures, including proper asset tagging, handling, and reporting of asset-related incidents.
Vendor and Contract Management: Collaborate with vendors and contractors regarding leased or rented assets, ensuring agreements align with organizational needs and standards.

Requirements

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



- Bachelor's degree in Business Administration, Finance, Supply Chain Management, or a related field. Relevant certifications (e.g., CMMS, AMT, IAITAM) are a plus.
Proven experience (typically 2+ years) in asset management, inventory control, or related roles.
Familiarity with asset tracking systems and database management.
Strong analytical skills with the ability to interpret asset data and generate insightful reports.
Excellent organizational skills and attention to detail.
Knowledge of accounting principles, asset depreciation, and financial reporting related to assets.
Proficiency in using computer software for asset management, such as Enterprise Asset Management (EAM) systems or Computerized Maintenance Management Systems (CMMS).
Effective communication and interpersonal skills to collaborate with various teams and stakeholders.
Problem-solving abilities to address asset-related challenges and implement process improvements.
Ability to adapt to changing priorities and work in a fast-paced environment.

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