

	<h1 style="text-align: center;">Asset Management Specialist</h1> <h2 style="text-align: center;">Job Description</h2>	Document Number: JD-SS-08.07
	Department: Materials Management	Effective Date: January 22, 2021
		Revision No 1

I Reason for Existence

Under the supervision of the Materials Management Supervisor, Asset Management Assistant is responsible in physical inventory and recording of capital asset acquisitions, transfers, and disposal in close coordination with the Internal Audit Department.

II Immediate Leader

Reports to Material Management Supervisor

III Duties and Responsibilities

1. Assist in managing and maintaining a comprehensive database of expendable and non-expendable property; enter data on all incoming expendable and non-expendable property, acquisitions, disposals, transfers, deletions, and corrections Effective organization and management of records and data and maintenance of relevant databases
2. Maintain accurate records and databases of licenses and insurance of organization's assets.
3. Conduct periodic physical inventories assets ensure accuracy of serial numbers, stock descriptions, net total on hand and exact location of property for an efficient and accurate inventory and asset control
4. Collaborate in the sale of non-expendable property declared surplus or unserviceable and in the destruction of property.
5. Provide administrative support on insurance renewal of fleet.
6. Coordinate with service provider, local government units, business units for our fleet involved in the accident until settlement.

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7. Provide timely insurance report for all open issues and with pending claims.
8. Assist in promoting and executing safety and security awareness and practice to all employees that adhere to government standards; provide and maintain safe and secure working environment.
9. Assist in implementing programs to maintain and improve building facility, premises, and utilities.
10. Prepare management reports.
11. Perform other duties assigned by the management from time to time.

IV Minimum Qualifications

1. Graduate of 4-year business course.
2. Adept in Numeric Analysis, has problem-solving skills, detail-oriented and improvement oriented.
3. Good written and oral communication skills.
4. Passionate, positive attitude and self-motivated.
5. Possesses organization and time management skill and can manage stress.

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