![F2 LOGISTICS LET'S MOVE. NOW.]	**Asset Management Supervisor** Job Description	**Document Number:** JD-SS-08.10
	Department: Materials Management	**Effective Date:** November 20, 2022	**Revision No** 0

I. Reason for Existence

Under the supervision of the Materials Management Manager, Asset Management Supervisor is responsible in the day-to-day functional areas of the department focusing in Asset Management. He/ She also supervise team members who shall be doing the physical inventory and recording of capital asset acquisitions, transfers, and disposal in close coordination with the Internal Audit Department.

II. Duties and Responsibilities

1. Oversee in managing and maintaining comprehensive and updated database of Company assets on acquisitions, disposals and transfers.

2. Oversee maintenance of accurate records and updated database of permits and licenses of Company fleet units and insurance of Company assets.

3. Lead the conduct of periodic physical inventory count of assets to ensure accuracy of asset/serial numbers, net total on hand, exact Assignee and location of assets, for asset control and to verify accuracy of Company asset database.

4. Work with Finance and Audit teams in monitoring and performing accurate inventory counts of the materials and fixed assets, establish policy, procedures, control system capable of identifying discrepancies in inventory counts and taking corrective actions to eliminate future inconsistencies.

5. Collaborate with other departments or Asset Assignee in the regular sale or disposal of assets declared as surplus or unserviceable.

6. Provide administrative support on insurance renewal of fleet units, other assets and facilities.

7. Coordinate with service provider, local government units, business units for our fleet or facilities involved in the accident until settlement.

8. Provide timely insurance report for all open issues and with pending claims.

9. 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.

10. Oversee implementation of programs and activities for regular inspection, maintenance and improvements of building facilities, premises, and utilities.

11. Prepare management reports.

12. Perform other duties assigned by the management from time to time.

III.   Minimum Qualifications

1. Graduate of Bachelor's/College Degree in Engineering and Business Administration, or equivalent.

2. At least 1-year experience in general and facility management.

3. Good numeracy skills.

4. Excellent time management and organizational skills.

5. Excellent analytical, problem-solving skills, and excellent attention to detail.

6. Works cooperatively with others across the organization to achieve shared objectives.

7. Positive and professional demeanor, excellent verbal and written communication skills, and ability to interact effectively with a variety of team members in various departments.

8. Able to work in a dynamic environment.

9. Must be a self-starter, results driven and capable of working autonomously with limited supervision

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.