



Job Description

Position Title: Asset Coordinator	Department: Finance
Reports to: Finance Manager	Position Status: Permanent, Full-Time

Overview: Oversees and validates the movement and recording of the Company's assets

Duties and Responsibilities:

- Validates receipt of assets from shipments
- Supervises emptying of shipping containers and assigns location of items in warehouse
- Cross-checks purchase orders with supplier invoices and commercial invoices to determine items received/missing/incorrect.
- Controls warehouse key logs and tracks what is removed from the warehouse
- Validates fixed assets and their locations on the compound and conducts checks for inventory purposes
- Tags fixed assets
- Develops, manages and maintains an asset database for both the Park and the warehouse
- Develops and revises an asset policy and ensures compliance within the Company
- May be asked to assist in conducting inventory checks for consumable items
- May be asked to assist the Maintenance department with weekly PM record-keeping
- Other duties as assigned

Education and Experience:

- Completed CAT or Level 1 ACCA
- At least two (2) years' relevant experience

Skill requirements:

- Excellent oral communication skills
- Strong analytical and organizational skills
- Peachtree Accounting

Other requirements:

- Must be able to interact well with employees at all levels of the organization, including management and directors
- Must maintain professionalism at all times