

**Job Description**

**Title:** Asset Manager

**Reports to:** Director of Operations

**Prepared:** June 23, 2023

**Summary**

The Asset Manager performs the necessary duties to ensure the successful operation and accuracy of customer inventory storage. This person is responsible for the overall management and administration of the warehouse which includes asset management personnel, all asset storage products, loading dock, equipment storage, and staging areas. Skills needed for this position include organization, supervision, training, procedure writing, quality control, spreadsheet, word processing, and warehousing. Good oral and written communication skills and excellent organizational and warehousing skills are required.

**Primary Duties and Responsibilities**

* Determine material and equipment needs.
* Schedule meetings with team members to discuss daily work schedules.
* Responsible for overall management and administration of warehouse.
* Responsible for overall management of asset storage business.
* Responsible for overall management of used furniture inventory (when applicable)
* SnapTracker set up, input, monitoring, accuracy, and customer demonstration.
* Responsible for development and implementation of policies and procedures.
* Problem resolution
* Training, development, evaluation, discipline, and safety of all personnel.
* Evaluating opportunities for continuous improvement.
* Setting and measuring goals and objectives.
* Inventory control.
* Warehouse 5S, care and maintenance.
* Facility care and maintenance.

**General Responsibilities**

* Provide status updates to the Director of Operations
* Always maintain professional and courteous attitude.
* Maintain company procedures, policies, dress code, and safety procedures with crew at all times.
* Ensure orders are pulled and properly loaded.
* Plan and communicate daily work assignments to team.
* Other duties as assigned by Director of Operations.
* Assist other departments as requested.

**Supervisory Responsibilities**

Warehouse and Asset Associates

**Departmental Goals**

* Assist with determining and implementing new goals.
* Attain inventory accuracy of 95% or greater.

**Action**

* Monitor accuracy of assets and inventories to ensure customer satisfaction.
* Monitor monthly billing accuracy for asset management.
* Control overtime expense for warehouse

**Education, Certificates, Licenses, Registrations**

Bachelor’s Degree Preferred

Extensive knowledge of Microsoft Office Tools i.e., Excel (Required)

Material Handling Equipment Certification (To be given by ORI)

**Physical Demands**

* Heavy lifting (50 pounds), moving, unloading, etc.…
* Bending, stooping, reaching, climbing, crouching, and crawling.
* This is a position that may be required to work occasional overtime.

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