

Properties Administration Management: Supervisor, Property Administration

Administers property control program activities to ensure continual accountability of company, government, or associate contractor, property and assets in accordance with applicable corporate policy or government regulations. Maintains property accountability records and determines condition and arranges disposal of surplus or obsolete material or equipment. Contacts potential users and negotiates transfers. Conducts property audits, develops, recommends and implements property administration policies. Provides guidance on company policy and government regulations pertaining to property accountability. Prepares periodic and special purpose reports relative to such matters as taxes, rentals and leasing, insurance, facility usage, etc.

Management Role

Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.

Policy and Strategy

Directs daily operations of work area.

Freedom to Act

Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.

Impact

Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.

Liaison

Monitors work operations on a daily basis and actively assists or provides direction to subordinates as required.

Operations Involvement/Direct Work Involvement

Monitors work operations on a daily basis and actively assists or provides direction to subordinates as required. May perform, especially in staff or professional groups, ongoing tasks of organizational units. Supervises the coordination and maintenance of property control activities to ensure continual accountability of government, customer and company property in accordance with applicable government regulations or corporate policy.

Minimum Education and Experience

BA in Business Administration with 2-3 years of experience; at least 1 year of supervisory experience.