

Property Administrator: Property Administrator II

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.

Knowledge

Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.

Problem Solving

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment, overall adequacy and accuracy.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liaison

Frequent internal company and external contacts. Represents organization on specific projects.

Work Products (Examples may include but are not limited to)

Responsible to administer the implementation of the company Property Management System for company and customer owned property. Responsible for administering the receipt, identification, contract verification, tagging, recording, issuing, monitoring, inventorying, reporting, utilization and disposition of all property in accordance with company policies and procedures.

Minimum Education and Experience

3+ years of directly related experience with a Bachelor's Degree in Finance, Business or a related field. Intermediate MS Word, PowerPoint and Excel skills.