

Property Administrator: Sr. Property Administrator

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

Contributes to the development of new concepts, techniques and standards. Considered an expert in the field within the organization.

Problem Solving

Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

Discretion/Latitude

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

Impact

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

Liaison

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.

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

Plans, directs and maintains a cost effective system for managing and controlling all Company and customer assets in accordance with Company Policy and in accordance with Federal, State, Local regulatory requirements and contractually specified customer requirements.

Minimum Education and Experience

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