



773.533.0477



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JOB DESCRIPTION

Position: Asset Coordinator	Dept: Shop/Yard
Supervises: N/A	Reports to: Shop Manager
Approved by: Human Resources Dept.	Effective Date:
Job Summary: The Asset Coordinator serves a critical role in the management and organization of the company's physical assets. Working independently, and in conjunction with the Assets Clerk and Shop Manager, the coordinator ensures an accurate and timely daily administrative workflow for all business assets. This role works in conjunction with the purchasing and accounting departments to ensure the accuracy and timeliness of data entries. The coordinator must have the ability to communicate with all internal and external customers to meet department goals. The coordinator will take a proactive approach in resolving matters to maintain the consistent flow of the business operations.	

Essential Duties and Responsibilities include the following, other duties may be assigned:

Purchasing:

- Ensure all assets are inventoried, numbered, tagged, insured, registered and otherwise brought into compliance with all City, State, and Federal regulations.

Inventory Control:

- Manage the process of receiving, paying, filing, and tracking all traffic violations and coordinate with HR when an employee is responsible for the fine.
- Create purchase orders for activities related to asset acquisition.
- Track all sold/junked assets through the end-of-life cycle.
- Track and record locations of all inventoried assets to the greatest extent possible.
- Assist with the logistics of moving company assets were needed for production.
- Maintain accurate and thorough files on all company vehicles, including titles (copies), registrations, and city stickers.
- Enforcement of check-in and check-out process for shared equipment; inform Asset Manager when a process is not followed by production crews and supervisors.
- During the check-in process, inspect all incoming equipment and tools for needed maintenance, repairs, and cleanliness; report needed repairs and clean as necessary.
- Monitor and record the transfer of assigned equipment between Field Supervisors.
- Bi-weekly inventory checks with all Field Supervisors; enforce inventory procedures; keep organized inventory records.
- Coordinate with Accounts Payable to ensure asset and shop-related invoices are paid in a timely fashion.
- Maintain annual fleet compliance with the Department of Transportation regulations.
- Manage GPS system inputs and reporting.
- Manage the I-Pass account, including invoicing and compliance.
- Collect, organize, process, and enter all yard-related invoices, delivery receipts, and load tickets.



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Shop-Related Responsibilities:

- Safety Lane inspections for company vehicles.
- Ensure that storage areas of the shop are consistently maintained in an organized, neat, clean, and logical fashion.

Additional Responsibilities

- The Asset Clerk frequently will be required to report to Christy Webber, the company's President, and CEO, and assist her with special projects on an as-needed basis. The Asset Assistant must be flexible and understanding that these special projects could involve tasks and assignments that fall outside this job description.

Education/Work Experience:

HS Diploma or GED required. College degree preferred. Equivalent combination of education and experience is also fully qualifying.

Two years of administrative work experience required.

Experience with vendor relations and light accounting or bookkeeping duties preferred.

Knowledge, Skills, and Abilities:

Developed organizational skills, effective communication skills and an ability to manage multiple priorities and meet deadlines.

Proven ability to establish good internal and external working relationships.

Ability to use technology to maintain accurate records and to advance goals.

Computer skills – including email, word processing, database usage with a strong attention to detail.

Physical Requirements:

Require moving one's whole body, such as in climbing, lifting, kneeling, balancing, walking, stooping, and repeatedly bending, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials; Requires stamina to exert one's self physically over long periods of time; Must be able to move or handle material generally weighing 0-75 pounds. May be exposed to pesticides and other hazardous materials: Outside work with regular exposure to outside weather conditions.

Safety Requirements:

Position requires the operation of a motor vehicle, equipment, machinery, or power tools.

Classifying the position: **Safety-sensitive**

Signature

Date