

Job Description



Position Title: Asset Manager

Classification: Exempt

Reports To: Vice President of Operations

Type: Permanent, Full Time

Salary Range: \$50,000 - \$75,000

Date: 03/18/2024

Position Summary

The Asset Manager will work closely with the Vice President of Operations to locate, purchase, and track critical inventory for the business. This position will be responsible for the overall management of our inventory program as listed below.

Essential Functions:

- Locate surplus High Voltage Equipment
- Negotiate the purchase of Surplus Equipment
- Responsible for the creation and setup of all inventory items
- Manage and maintain the Inventory Database
- Track all inbound and outbound inventory movements
- Maintain inventory on our Company Website
- Work with Marketing to ensure that publications are up to date with current inventory
- Assist Shop Supervisor with the inventory location and staging of product
- Attend key trade shows relevant to our business needs
- Manage annual physical inventory

Qualifications:

- High School Diploma
- Minimum of 5 years Asset Recovery experience
- Working knowledge of Microsoft Office 365 (Word, Excel, PowerPoint, Outlook)
- Must have legal authority to permanently work in the U.S.
- Travel up to 25%
- Eligible for International Travel

Desired Qualifications:

- Knowledge of High Voltage Equipment (Transformers, Breakers, Switches, etc.)
- Prior experience purchasing High Voltage Equipment
- Forklift Certification

***** This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. Qualifications are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will basis".***