



## Job Description – Associate of Assets Management

Department: Finance

Reports to: Head of Supply Services

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### Responsibilities

- Plans, coordinates, and promotes NYU Shanghai fixed asset physical inventory process.
- Coordinates, updates, and maintains the tracking database in NYU Shanghai Workday system for new and existing capital and non-capital fixed assets including asset identification tagging, location identification, physical count, and departmental equipment custodians.
- Perform business asset tracking and assignment functions for assigned NYU Shanghai. Examples include business asset registration, issue, transfer, and disposal Approval authority for business asset tracking business processes
- Conducts periodical and annual fixed assets physical inventories, and coordinates campus assets physical inventories with Department Heads
- Coordinates transfer of equipment with Campus and Facilities Director, and updates the assets in the Workday system with each transfer.
- Reconciles fixed assets in Workday with related fixed assets accounting ledger, and coordinates any variances with relevant fixed assets accounting staff.
- Provides assistance with the implementation of processes in relation to fixed assets safeguarding.
- Assists with the development of written processes and procedures for identifying, tracking, transferring, reporting, and as requested, disposing of fixed assets
- Identifies existing assets without identification tagging numbers, assigns new identification numbers, and posts the newly identifiable assets to the asset module.
- Supplies information for inventory reports as well as other assets reports and records.
- Provides cross training to relevant staff in relation to fixed asset processes and procedures as required.
- Develop strategies for Asset Management.
- Develop strategic plans to streamline operations for effective outcome. Ensure all data within the Workday system is accurate and reported.

## **Qualification**

### **Required Education:**

- Masters or Bachelor Degree in related discipline.

### **Required Knowledge, Skills, and Abilities:**

- Fixed asset management processes and protocol.
- Fixed asset tracking systems.
- Physical inventory practices and standards.
- Inventory control processes and standards.
- Excellent team skills and leadership capabilities with effective communication, interpersonal and organizational skills to blend in a multicultural and cross-regional working team.
- Strong problem solving capability, able to analyze and structure complex issues and develop operational and organizational solutions
- Profound understanding of the demands and drivers in a Service organization
- Good proficiency in English a must