

POSITION DESCRIPTION

Title:	Asset Management Assistant	Location:	Abu Dhabi
Department:	Supply Chain	Reports to:	Supply Chain Manager
Prepared by:	Supply Chain Manager	Date:	February 2020

Overall Purpose:

Facilitating the management of assets and assist in managing every facet of the supply chain management process such as receiving, picking and packing supply requests.

Roles and Responsibilities

Asset Support

- Assist with equipment recovery from stations
- Work closely with service Provider for asset data and information
- Test and maintain clinical equipment ready for the operations
- Deep Clean assets and ensure they remain free from defects
- Track the work order and replace the faulty parts (when applicable)
- Process the Equipment's recall according to manufacturer announcements
- Coordinate the Procurement Dept. to replace the Parts and schedule the PM.
- Update maintenance schedule and fault report in Asset Module daily
- Liaison with end user, providing the list of the Units due for the Service /PM.
- Prepare the Assets for the new projects and process delivery if required
- Understand and comply with the standard routine and policy set by the Management
- Monitor the asset preventive maintenance report on weekly bases

Warehouse

- Receive the shipment in ERP or Inventory Management System accurately.
- Receive supply orders, ensuring they are correct and logged accurately into the inventory control system.
- Receive only approved goods through the appropriate channels.
- Issue uniforms, tracking, return, and cleaning for re-issue.
- Receive stores requests via a variety of means, pull and deliver the stores and update the inventory control system.
- Assist in the replenishment of medical gasses, ensuring stocks remain at PAR
- Deliver supply request as per the schedule, leaving stations free from cardboard and in order
- Periodic maintenance of the asset and equipment's of the company to insure it's up to standards.
- Inspection of the equipment's and ensure its calibration is done periodically/as per QHSE Standards.
- Recording data of the inspection to ensure that full-service history is available.
- Participate in the annual audit process and work closely with finance department for it

QHSE and BC:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity Compliance and Improvement
- Ensure that assets data and secure as per the information security policy

Professional and Academic Expertise

Required Qualities

- 1- 3 years' experience in a supply chain role or similar
- Fluent in English, both written and oral
- Basic administrative skills (i.e. completion of various internal documents)
- Basic computer skills primarily using Microsoft applications
- Good interpersonal skills
- Good communication skills
- Excellent time management skills of self and environment
- Ability to work under pressure
- Driving license is most
- Forklift operational experience required (prefer license if possible)

Desirable Qualities

- Fluent in Arabic, both written and oral
- Health background preferred

Supply Chain manager

Change Brief

Version No.	Date	Changes
1	February 2020	New PD
2	February 2022	Update the Roles and Responsibilities - update in Professional and Academic Expertise

Review & Approval:

(Chief Administrative and Medical Officer)