

Job Description

POSITION DETAILS			
Functional Designation	Asset Disposal team member	Department	Collection
Sub Department		HR Grade	
Location		Reporting Manager	
Job Purpose			
The Asset Disposal Team Member is responsible for identifying, evaluating, and disposing of surplus or obsolete assets in a cost-effective and compliant manner.			
Principal Accountabilities			
<ul style="list-style-type: none">• Identify surplus or obsolete assets within the organization.• Assess the condition, value, and disposal options for assets.• Prepare asset disposal documentation, including appraisals and certificates.• Coordinate asset disposal activities, such as auctions, sales, or donations.• Ensure compliance with all relevant regulations and environmental standards.• Maintain accurate records of asset disposal activities.• Assist in the development and implementation of asset disposal policies and procedures.			
Desired Profile			
<ul style="list-style-type: none">• High school diploma or equivalent.• [Number] years of experience in asset management or related field.• Strong organizational and time management skills.• Attention to detail and accuracy.• Knowledge of asset valuation and disposal methods.• Ability to work independently and as part of a team.			