



VACANCY POSTING

Position Title: Asset Coordinator	Reports to: Finance Manager
Position Status: Permanent, Full-Time	Location: Chaguaramas

Overview: The Asset Coordinator will be responsible for Overseeing and validating the movement and recording of the Company's assets

Duties and Responsibilities:

- Validates receipt of assets from shipments
- Supervises emptying of shipping containers and assigns storage locations for all items
- Controls keys for all storage areas and logs and tracks what is placed and removed from these areas
- Validates fixed assets and their locations on the compound and conducts checks for inventory purposes, maintaining accurate records of same
- Manages and maintains an Asset Database for both the Park and all storage areas
- Develops and revises an Asset Policy and ensures compliance within the Company
- Performs monthly inventory checks for all consumable items e.g. paintball, redemption, diapers, etc. and maintains accurate records for same
- Performs ad hoc checks on consumable items to assess consumption rates and levels
- Places weekly orders from Suppliers based on approved Purchase Orders; and schedules appropriate delivery dates and times
- Receives all Food & Beverage deliveries and verifies accuracy of items received
- Verifies that Food & Beverage Purchase Orders accurately match Supplier Invoices as it relates to pricing
- Updates Purchase Order Sheet weekly for Food & Beverage Manager
- Verifies disposal of Consumables and Fixed Assets upon approval by the General Manager
- Provides weekly activity reports to the Finance Manager

Education and Experience:

- Completed CAT or Level 1 ACCA
- At least two (2) years' relevant experience

Skill requirements:

- Excellent oral and written communication skills
- Strong analytical and organizational skills
- Intermediate Microsoft Excel skills
- Demonstrated Time Management skills
- Self-motivation



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Other requirements:

- Must be able to interact well with employees at all levels of the organization, including management and directors
- Must maintain professionalism at all times
- Must assist in keeping the facility clean, safe and well-maintained
- Must have the ability to lift and/or move up to 50lbs
- Must be comfortable working outdoors regularly

Deadline for submission of applications: October 24, 2022

Apply online or forward applications to: hr@5islandspark.com

We thank all for their interest however, **only shortlisted candidates will be contacted.**