Asset and Equipment Manager Job Description

Morrow-Meadows Corporation is accepting applications for a full-time Asset and Equipment Manager who will report to the San Carlos lead Purchasing Agent. The duties of the Asset and Equipment Manager are to support the field and operations team with daily, strategic and administrative duties. The objective being to provide field personnel with the correct tools and equipment in a timely manner, assuring that they work properly and are functional for the project. This position will require a leader who can organize a warehouse, manage one to two assistants, order tools and equipment, repair and maintain tools and equipment, schedule timely deliveries, and negotiate with suppliers. There will be the need to forecast tools for upcoming projects as well as purge older tools deemed not worthy of repair. In addition, the position will require the ability to work with existing and future asset tracking platforms, utilize smart devices and other industry technologies, with the goal of improving efficiency. This position with require both strong computer skillset along with solid communicative skills using the phone and email.

***Responsibilities:***

* Coordinate closely with field personnel to ensure orders are filled timely and correctly
* Coordinate job site deliveries and pickups
* Order new tools and equipment as necessary to keep our projects on schedule
* Organize all tools and equipment so they are identifiable and easily accessible
* Identify and repair or discard tools that are broken or defective
* Label and identify new tools and equipment and input in to **TRIMBLE** **AllTrak** system
* Develop, manage, and maintain a preventative maintenance program for specified high value tools.
* Develop, manage, and maintain a calibration program for tools that require calibration
* Run reports as necessary for information on tool and equipment status of projects
* Manage an assistant and work with other MMC warehouseman and drivers including deliveries, time sheets, vacation and other related issues
* Coordinate closely with the purchasing department. Discuss all high value purchases with the Purchasing Manager prior to purchase, exemplify decisive decision making when necessary.
* Work with management, in a team setting, to recommend, share, and support ideas for improvement on processes and procedures.
* Work with Packaging/Prefabrication manager to minimize number of deliveries to MMC projects
* Maintain and update tool catalog as needed. Informing Operations of any changes and updated tools

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| ***Requirements:**** Must be organized and have the ability to multi-task
* Reliable – many jobsites and GF/FM types will rely on you that the tools ordered will arrive as planned
* Must be a strong leader and demonstrate skills that lead by example
* Good verbal, written, and communicative skills
* Positive attitude - showing interest in this position by staying up on new tools and new technology that will help the field make Morrow Meadows successful.
* Ability to positively motivate others
* Respectful of others
* Honest and high integrity. Ethical
* Hard working, bold decision maker, and critical thinker
* Progressive and willing to change and consider new ideas
* Team oriented, proactively contributing to a create a positive team atmosphere
* Must have basic Microsoft Office skills and a solid grasp of new technology
* Dedicated and flexible
* Focused and target driven with a “can do attitude”
* Project a good appearance. Dress appropriately for the job as a manager
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***Benefits:***

* Competitive compensation packages
* A Company Bonus Program that pays out to eligible employees based on company profitability, performance and longevity
* Medical and Dental Benefits
* Basic Life Insurance
* Long Term Disability Insurance
* Flexible Spending Account
* Wellness Program
* 401-K Plan that matches up to $5,000 per employee annually
* 9 paid holidays
* Your birthday as a paid holiday
* 2-4 weeks paid vacation/personal time off depending on years of employment

***Office/Locations: Contact information:***

105 Bing Street Maggie Lammey – Employment Opportunity Coordinator

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