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hr@itezz.com

Asset Auditor

The job duties are as follows:

- Protect assets by ensuring compliance with internal control procedures, and regulations
- Ensure compliance with established internal control procedures by examining records, reports, operating practices, and documentation
- Verify assets and liabilities by comparing items to documentation
- Conduct property audits, develops, recommends and implements property administration policies
- Develop plans and programs for achieving and maintaining product quality throughout the item's life cycle
- Monitors operations to prevent the production of defects and to verify adherence to quality plans and requirements
- Prepare periodic and special purpose reports as required

Requirements

The Asset Auditor shall have nine (2) years of experience that may include a combination of work history and education. A master's degree is equivalent to 6 years of experience, a bachelor's degree is equivalent to 4 years of experience and an associate's degree is equivalent to 2 years of experience. The degree must be from an accredited college or university. Experience with asset inventory and reconciliation procedures, ticketing systems, and data bases a plus.

Requires a TS/SCI with FSP

Required Skills

N/A

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