

# BALWIN PROPERTIES IS RECRUITING

## Asset Administrator

### QUALIFICATIONS & EXPERIENCE REQUIRED

-  Matric and/or relevant diploma
-  Finance Degree or Diploma

Position Type:	<b>Permanent</b>
Job Role:	<b>Asset Administrator</b>
Location:	<b>Johannesburg</b>
Benefits:	<b>Provident Fund / Medical Cover</b>
Joining Date:	<b>As soon as possible</b>

### KEY DELIVERABLES

-  Accurate and up-to-date company asset register maintained
-  Asset movements tracked and discrepancies investigated
-  Regular asset verifications and audit readiness ensured
-  Compliance with policies and controls maintained
-  Asset reports, depreciation and budgeting support provided

### DUTIES AND RESPONSIBILITIES

-  Maintain an up-to-date and accurate asset register for all company assets
-  Track asset acquisitions, transfers, disposals, and write-offs
-  Ensure assets are tagged, recorded, and verified in accordance with company procedures
-  Conduct regular physical asset verifications and audits
-  Investigate and report asset discrepancies, losses, or damages
-  Liaise with Finance, Procurement, and Operations regarding asset movements and valuations
-  Ensure compliance with internal controls, policies, and relevant legislation
-  Prepare asset-related reports for management and audits
-  Monitor asset maintenance schedules and service records where applicable
-  Assist with budgeting, forecasting, and depreciation schedules (in collaboration with Finance)

### SKILLS AND TRAITS

-  Strong attention to detail and accuracy
-  Excellent record-keeping and organisational skills
-  Strong communication and coordination abilities
-  Ability to work independently and meet deadlines
-  High level of integrity and accountability

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to [careers@balwin.co.za](mailto:careers@balwin.co.za)

