

Position Title	Asset & Accounts Officer
Classification	Level 6
School/Division	Campus Management
Centre/Section	Central Service Delivery Centre
Supervisor Title	Team Leader, Building & Interiors
Supervisor Position Number	316171
Position Number	322041

Your work area

Campus Management is responsible for planning, designing, developing, and managing the University's campus and property portfolio to support teaching, research, and campus life. Campus Management delivers a range of university-wide services including strategic planning, property management, facilities operations, major projects and developments, sustainability, landscape, security, and transport.

Reporting structure

Reports to: Reports to: Team Leader, Building & Interiors

Your role

The Asset & Accounts Officer is integral to the delivery of high level support to the Campus Maintenance and Operations teams and clients. You will also establish, maintain and improve stores policies, procedures and purchasing systems to ensure efficient operation.

Your key responsibilities

Assets

Manage the operation of Campus Maintenance & Operations stock levels in stores across multiple locations using asset management software (Maximo)

Formulate, interpret & analyse stock levels, conduct cataloguing, perform regular stocktakes, maintain knowledge and ensure compliance with regulations and product recalls.

Develop and maintain stores policies, procedures, and guidelines.

Respond appropriately to complex and detailed enquiries using judgement and initiative.

Liaise with sales representatives from various trade suppliers.

Meet OH&S regulations and requirements.

Provide extensive knowledge, training, support, and advice on matters related to stores and accounts.

Other duties as required.

Accounts

Manage Campus Maintenance & Operations accounts including purchasing, receiving and invoicing.

Liaise with clients, vendors and UWA financial services in relation to the administration of accounts.

Conduct regular account reconciliations and investigate and provide solutions to identified financial problems including audit requirements.

Manage, procure and purchase specialised goods and services.

Development of procedures and policies for Campus Maintenance & Operations accounts, receipting, and purchasing.

Deliver high-quality customer service and collaborate with staff to meet job and client needs.

Foster continuous improvement and manage expenditure, seek best value for money, and obtain multiple quotes for efficiency.

Act as Maximo SME to ensure users have multiple operational experts to engage for issues or to discuss improvement opportunities.

Your specific work capabilities (selection criteria)

Relevant certificates and licenses (Forklift and Drivers)

Substantial relevant experience planning and coordinating stores across multiple sites.

Substantial current working knowledge and experience in stores and equipment.

Substantial experience in accounts payable, receipting and using Maximo.

Highly developed time management and organisational skills

Highly developed written, interpersonal and communication skills

Ability to work independently, show initiative, problem solve and work productively as part of a team

Special requirements (selection criteria)

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/