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Movable Property / Record Control

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University, the Movable Property and Records Control Officer is responsible for registering, safeguarding, distributing within the institution, exporting or transferring to other institutions and organizations, and deregistering the assets of the Vocational School, acting in accordance with relevant laws and regulations.

DUTIES AND RESPONSIBILITIES

1- All entry and exit procedures for materials must be carried out in accordance with the instructions.

2- Ensuring that the procedures for fixed assets and consumables acquired by the institution are carried out in accordance with the instructions.

3- Execution of Durable Movable Property Asset Transfer Procedures,

4- Preparing plans and programs related to the working principles,

5- Reviewing the needs lists requested by the units and the stock levels in the warehouse,

6. Preparation of the movable property transaction slip and inspection report for the materials received by the purchasing unit.

7. Ensuring that materials obtained from university units are properly recorded and that materials registered as donations are reported to the Strategy Development Department.

8. Preparing a list of reduced consumer goods in three-month periods and submitting it to the Strategy Development Department.

9- Carrying out unit filing procedures and ensuring the delivery of materials to be transferred to the archive.

10- Completing the conformity approval processes,

11- Material inventory counting procedures must be carried out in accordance with the instructions and within the timeframes specified in the regulations.

12- At the end of the fiscal year, documents should be classified, filed, and stored in the unit archive.

13- Preparation of inventory reports, movable asset inventory and list reports, expenditure unit movable asset management account statements, etc., at the end of the fiscal year.

14. To resolve identified problems by conducting necessary correspondence with other university units regarding maintenance, repair, and material requests.

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15- Performing unit filing procedures and ensuring the delivery of materials to be transferred to the archive.

16. To adhere to working hours and dress code regulations.

18) To comply with the college's ethical guidelines and support internal control activities,

17. Performing other tasks and duties assigned by the supervisor(s) related to the process.

POWERS

• Having the authority to perform the duties and responsibilities mentioned above.

. Being able to use the necessary tools and equipment to carry out the activities.

HIS CLOSEST EXECUTIVE

College Secretary

QUALIFICATIONS REQUIRED FOR THIS JOB

Possessing the general qualifications specified in the Civil Servants Law No. 1657;

2. Having the level of work experience required for the position,

3. Possessing the necessary decision-making and problem-solving skills to perform their activities in the best possible way.

RESPONSIBILITY

The Department Secretary is accountable to the College Director, the College Deputy Directors, the Department Heads, and the College Secretary while performing all the aforementioned duties in accordance with laws and regulations.

Sources:

Civil Servants Law No. 657

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