

JOB DESCRIPTION

Fixed Assets And Inventory Specialist

(Number of Positions : 1 / Location : **Tanger**)

Responsibilities :

- Implements assets safeguarding policies, procedures, and rules. Follows up on related investment incentives treatments, and ensures compliance with investment incentive agreements.
- Controls the movements of the company's assets from labeling creation to life-end disposal.
- Monitors the property control system which includes assets labeling, coding, and tracking database, as well as standard reports issued as per the company policy, and coordinates with accounting the proper treatment of these movements.
- Participate in the closing process, gather and provide accounting with all required information related to equipment (impairment, replacement, major revision, capitalized maintenance costs) in order that FA can be properly reflected in the company records.
- Follows up the insurance recovery process and police reports in case of assets damage or theft.
-When applicable: Collects custom documents (CMR, Bill of lading, waybill, EU reception declarations and import/export customs documents) in coordination with logistics, transit companies, customs brokers and customs agencies and performs tracking of Opening and closing exportation
- Leads periodic inventory count and valorization in the plant as well as regular reconciliation of assets record with physical assets inventory according to inventory procedure. Analyses inventory potential deviation, proposes appropriate corrective actions and communicates inventory counts result reports.
- Participates in closing activities related to materials and products inventory and data reconciliation.
- Performs inventory and valorization of scrap and obsolete (raw material, semi-finished and finished goods, spare parts, etc...) and contributes to their selling and/or destruction.

Qualifications and Experience :

- Master's degree in Finance/ Accounting
- 2-3 years in similar position
- **French and English**

- Accounting (principles and practices), inventory management practices and standards, company asset management, insurance regulation and procedures, risk management
- MS Office Softwares (Excel, Words, PPT, ..), ERP finance applications.
- Behavioral competencies : Communication, Building relationships, Self development