



Asset Manager

Are you an experienced Video Engineer or AV Project Manager looking for a role with regular hours? +

Are you strong with financial planning and reporting?

This might be the role for you!!!

POSITION DESCRIPTION

Position Title	: Asset Manager
Department	: Live Events
Reporting To	: Head of Operations
Grade	: B
Date Prepared	: October 2022
Contract Period	: 5 year limited contract as per UAE labour law

HOURS OF WORK

Normal office hours are 09.00 am to 6.00 pm, Monday to Friday. However, you will be expected to work such hours as may be necessary to enable the proper performance and discharge of your duties to the Company. It is expected that your role will require out-of-hours work during weekends and evenings and this will be compensated with time off in Lieu or remuneration dependent on the line manager's approval.

BACKGROUND

CTME LLC is a full-service technical event company that is renowned for and are specialists in LED screen and Projection systems. CTME has been heavily investing to increase its product range to deliver a wide range of activities and projects across the Middle East region. The core business is Live Events; however, the company has several revenue streams which means it also delivers System Integration Projects, provides Venue services, Communications, Full-service Delivery, Virtual reality projects and undertakes Sporting Event screen management. The company has grown substantially and is constantly diversifying into other areas of business. The staff at CTME are expected to be proactive, adaptable to change and enjoy being part of a successful developing business.

JOB PURPOSE

The Asset Manager is responsible for the overall and efficient management of CTME assets, including stock items and procured Items both on a permanent and temporary basis for CAPEX and OPEX needs. The company has an inventory of owned technical rental equipment and supporting infrastructure procured to enable the quality delivery of a wide range of technical event and installation projects within the Middle East region. During times of high activity, CTME supplements its inventory by purchasing equipment and sub-rental equipment from other NEP and CT entities as well as from other equipment rental companies. The Projects will vary in size and complexity and your role will be to manage the efficiency of the utilisation of our rental stock and the sourcing, procurement and logistics of temporary external rental equipment ensuring minimal outlay and the best use of internal assets to ensure maximum profit efficiency within CTME. This function plays a key part in the successful completion of all projects to the highest standard and supports the Technical HOD's and Project managers in forecasting and procurement of supplementary equipment and the most cost-effective use of resources.

KEY RESPONSIBILITIES

Duties will include:

- Overseeing the operating asset portfolio of all owned, leased, and subleased assets of the organisation
- Responsible for realising the optimum income and highest value of assets across the projects and communicating this to stakeholders accordingly
- Maximise usage and revenue of existing equipment and minimise external spending and demonstrate this with financial reporting
- Accessing the ROI of specific assets and preparing reports on asset usage and suitability



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- Investigate and resolve discrepancies and accuracy issues of the asset so best stock usage is selected
- Define purchasing recommendations based on feasibility studies that support business goals, in collaboration with senior management and partners.
- Having the capability of becoming a rental software Superuser, and supporting the team in the correct usage of the software

SPECIFIC RESPONSIBILITIES

- Working with the Heads of Departments, evaluate, craft, and implement asset management technology policies and processes that maintain data accuracy
- Ultimately, you must ensure equipment is available, in the correct country when needed and sits within budget
- Responsibility for determining the feasibility of asset acquisition into rental stock
- Coordinating with Project Managers and Heads of Departments (HODs) to manage the demands of Asset allocation
- Work alongside the HODs to forecast future requirements
- Continual assessment of the application of internal resources across multiple projects
- Produce comprehensive quarterly reports on assets to senior management
- Responsible for the data input into the rental software of sub-rentals and consumables to ensure information is up-to-date, accurate, and auditable.
- Development of strategic plans for disposing of, recycling, or selling obsolete assets and implementing them accordingly.
- Working with the operations team to make sure all internal and external sub-hires are shipped, delivered, cleared from customs, and returned
- Ensuring that sub-rental customs clearance documents are applied for and are suitable for asset movements and assets are tracked until return sign-off has been received.
- Minimize sub-hire and external costs
- Manage external Dry Hire work from inception to completion increasing revenue in this area wherever possible.
- Develop and maintain supplier relationships

GENERAL RESPONSIBILITIES

- Work alongside all departments involved with asset management including procurement, operations, warehouse, logistics, HODs, Project Managers and Management
- Demonstrate teamwork and flexibility by providing support to all departments concerned to cover for periods of absence or during peak seasons.
- Developing strategic relationship development and management of key suppliers
- Maintain technical standards, best practices, processes, and document control to support all projects.
- Ownership and development of process and associated documentation required in line with ISO 18001 and ISO 9001.
- To actively support the company in retaining ISO standards achieved and managing nonconformity along with review and development of SOPs and corrective action logs.
- To attend, instigate and on occasion chair the relevant team meetings as part of the CTME communications strategy.
- Efficiently communicate asset management strategies to team members and partners in a timely and clear fashion.
- To communicate with all other CTME departments concerning equipment allocations.



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- To undertake any allocated additional duties relevant to position, skills, and experience.
- Where possible, support the sales team in assessing bids and feasibility of projects.
- The ability to coordinate and manage AV sub-contractors.
- Record keeping and general administrative duties as required.
- Manage own health and safety and that of other people who may be affected in the workplace.
- Ensure personal and team presentation, punctuality, and reliability, which reflect the corporate image of CTME.
- Strong attention to detail and quality of work.
- Fluent in English, written & spoken.
- Friendly & approachable team player
- Excellent communication and interpersonal skills at all levels

SKILLS AND EXPERIENCE

- Advanced knowledge of technical AV systems, including but not limited to Lighting, Sound, Communications and Video, Projection and LED systems
- Must be a strategically minded individual
- Strong Interpersonal Skills to resolve conflict management
- Extensive experience in managing physical assets through the asset lifecycle
- Experienced in tracking equipment and usage
- Ideally experience in the management of procurement logistics.
- Excellent Live Event Industry experience.
- Must have experience in managing large budgets and cash flow
- Experience in managing teams
- Would benefit from experience with the set-up and implementation of rental software such as Rental point, R2 etc.
- Structured, Methodical working practices
- Strong IT Skills including Microsoft Office

The description is not intended to be an exhaustive list of all duties, responsibilities, skills or working conditions associated with this position. This job description is intended to be an indication of the scope of the role. In addition to these functions, employees are required to carry out such other duties as may reasonably be required.

The Position Description detailed above has been read by me and I fully understand and accept the position as described therein.