

MOVABLE PROPERTY RECORD OFFICER

- To work in coordination with the Movable Property Control Officer.
- To monitor the procedures concerning the procurement of consumable and fixed assets (including educational materials, stationery, building maintenance and repair materials, wooden and metal materials, electronic equipment and technological materials, machinery and equipment procurement and maintenance, etc.) through direct procurement or tender processes.
- To identify the needs for consumable and durable goods of the School.
- To prepare a list of requirements at the beginning of the academic term and to submit it to the Directorate.
- To monitor the entry and exit of all materials to and from the warehouse in compliance with the relevant procedures.
- To prepare documents such as movable transaction forms, assignment forms and inventory reports in compliance with the relevant procedures, to record them, and to archive them.
- To carry out the procedures concerning the disposal of documents whose retention period has expired.
- To report any depletion of materials in the warehouse to the superiors and to ensure that they are duly replenished.
- To maintain the warehouses in a clean and orderly condition and to arrange them in a manner that allows items to be easily located.
- To prepare monthly consumption reports.
- To record the receipt of transferred, donated and granted items to the School, to prepare the assignment (delivery) forms, and to monitor and ensure their distribution to the relevant units.
- To identify fixed assets no longer in use and to duly report them to the Valuation Commission.
- To perform the barcoding of fixed assets registered in the movable property system.
- To prepare durable goods lists for fixed assets located in common areas such as offices, laboratories, corridors and classrooms, to assign them to the relevant persons, and to ensure their up-to-date status.
- To carry out the year-end procedures for movable assets and to submit the inventory reports and detailed statements to the Strategy Development Department.
- To take and ensure the implementation of the necessary measures to protect movable assets against risks such as fire, water damage, deterioration, theft and similar hazards.
- To monitor the maintenance and repair procedures of durable assets.
- To submit the maintenance and repair forms of printers and photocopiers to the relevant units.
- To prepare the canteen inspection forms and to submit them to the relevant unit at specified intervals.
- To prepare the Water Efficiency Inspection Forms and to submit them to the relevant unit at specified intervals.

- To prepare the School's internal and external correspondence in accordance with the "Regulation on the Procedures and Principles to be Applied in Official Correspondence" and the "Kütahya Dumlupınar University Directive on Signatory Authorities," to prepare documents for signature, and to ensure that they are delivered to the relevant parties.
- To monitor and conclude the correspondence related to the unit in the Electronic Document Management System (EBYS).
- To inform senior management of the work and procedures performed and to provide explanations, together with their reasons, for those not carried out.
- To perform any other duties and procedures assigned by senior management.
- To comply with the principles of promptness, confidentiality and accuracy in the course of work.
- To endeavor to work in coordination and harmony with other units in order to enhance efficiency and performance.
- To perform any duties deemed appropriate by the Directorate in accordance with the applicable legislation and the instructions of the superior.
- To exercise the utmost care and diligence to ensure the confidentiality of information related to the Directorate.
- To perform other duties assigned by the Director, the Deputy Director and the School Secretary.

