

# Asset Management Clerk

---

## Who we are:

We are inspired place makers who enhance the built environment with a focus on brand and culture - Across multiple studios, elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

*This position is for our studio Slate, Colorado's premier commercial furnishing contractor.*

## Compensation:

\$24.00 - \$30.00 / Hour

## Job Summary

Responsible for maintaining accurate and up-to-date records of company assets and inventory through our internal management system. This role involves data entry, reporting, training staff and clients on system usage, and ensuring smooth internal workflows to optimize efficiency. The coordinator will also collaborate with various teams to troubleshoot system-related issues and support administrative tasks as needed.

## Essential Functions

- Serve as the asset and inventory management system gatekeeper: Set up customer accounts, manage permissions, and ensure that all part numbers, descriptions, color finishes, and images are current and accurate.
- Perform daily data entries within the asset and inventory management system.
- Provide reports and historical data as requested from the system.
- Ensure smooth internal workflows and prevent delays in key tasks.
- Organize and maintain data, reports, and other critical documents.
- Keep accurate records of client interactions and transactions.
- Assist with onboarding and training new staff on the asset and inventory management system.
- Coordinate and lead ongoing training sessions for internal team members to ensure they are up to date on system usage.
- Organize and facilitate training sessions for clients on the system.
- Collaborate with system support teams to resolve software and IT-related issues.
- Provide administrative support as needed for other tasks.
- Improve operational efficiency and reduce costly errors, positively impacting company profitability.
- Enhance the customer experience by ensuring accurate information, timely support, and effective system usage.
- Other duties as assigned.

## Required Skills/Abilities

- Proficiency in office software, including Microsoft Office and Excel.



constructive  
floorz  
peoplelab  
slate  
3d-identity

- Strong organizational and time management abilities.
- Excellent written and verbal communication skills.
- Keen attention to detail with the ability to manage multiple tasks at once.
- Experience in the office furniture industry is a plus.
- Familiarity with Snaptracker is a plus.

### **Education and Experience**

- 2+ years of experience in inventory and asset management.
- Proficiency with Microsoft Office, including Excel, Word, and Outlook.
- Previous commercial contract furniture dealer experience preferred but not required.

### **EEO Statement**

Workplace Elements LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.