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# Example of Asset Protection Manager Job Description

Our innovative and growing company is looking to fill the role of asset protection manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for asset protection manager

* Ability to approach others in a tactful manner, react well under pressure, and treat others with respect & consideration
* Create and review RFPs
* Manage Card Access systems including service calls
* Establish, conduct and track (audit) operational processes properly and implement changes
* Represent the Bank at all court appearances
* Reports any information that poses risk to the best interest of the Company for investigation
* Proactively identifies and reports on potential and actual exposure to loss of Company assets
* Manages third party contracted guard force to ensure training on and adherence to policy and procedures
* Communicates and coordinates with the Asset Protection Solutions department including the Asset Protection Managers, Operations Loss Prevention, and other APS staff to reduce shrink and minimize risk in our stores and corporate facilities
* Initiate, manage and document all investigations relating to internal theft, external theft, fraud and policy violations

## Qualifications for asset protection manager

* Develop a thorough knowledge of systems to include computer programs/reports, store registers and electronic surveillance equipment
* Provide necessary Asset Protection reporting, documentation and evidence relating to loss control matters and review the written reports of Area AP Staff
* Build rapport with local authoritiesby establishing personal contacts with the Police Department, Fire Department, EMS, disaster coordinators and prosecutors
* 3 years’ experience in an operations/distribution/logistics/retail environment, supervising, evaluating, mentoring, and developing managers/supervisors
* High School Graduate/General Education Degree (GED)
* Both Bachelor's Degree in Business, Logistics, Law Enforcement or related field