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# Example of Asset Protection Specialist Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of asset protection specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for asset protection specialist

* Attends hearings as required and updates appropriate files with court-related outcomes
* Maintains relationship with local law enforcement
* Internal & ORC Investigations
* Aggressively investigates suspicious behavior (collects intelligence, documents behavior, installs cameras)
* Interviews associates suspected of theft or fraud in accordance with company policies and properly documents all stages
* Reviews and ensures all AP documentation is complete, accurate and is maintained to the policies of the company
* Communicates MI photo alerts to associates and partners with other locations/retailers to identify ORC groups and patterns
* Consistently meets established performance standards for the role, including (but not limited to) product and service sales, customer service, productivity, and attendance
* Critical Thinking – You can pull back the layers of detail that surround an issue to identify the root cause of an occurrence
* Time Management – You know how to prioritize your work based on the biggest needs of the business

## Qualifications for asset protection specialist

* High school diploma or GED with a State driver's license
* Minimum of 3 years utility field operations awareness or related work experience
* Organization and file management skills
* Computer literacy – Intermediate proficiency (MS Office Suite)
* Ability to chart and graph data
* Advanced interpersonal skills including influencing and/or negotiation