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Software Asset Management Analyst III - 5837-1

Maintains the lifecycle and applicable asset information for new, changed, and retired software packages and application. Executes processes for ongoing monitoring, exception handling, and self-audits.

Provides reporting and reconciliation results in support of software maintenance renewals and true-ups. Ensures Software asset information is accurate and is updated in the asset tracking system. Follows-up on critical and/or complex issues.

Maintains all software licenses. Monitors deployed software to ensure it is fully utilized and provides the greatest benefit to customers. Serves as a strong advocate of asset management best practices and be able to explain the benefits to clients.

Provides recommendations to Management on process improvements and optimization opportunities. Coordinates and aligns with other areas involved with the management of IT Assets including Finance, Procurement, and Problem/Change Management.

Keeps current with trade journals, trade conferences, and other benchmark companies on best practices in IT Asset Management. Typically requires 5-7 years of experience.

Provides more technical/functional support than administrative support. Demonstrates a thorough working knowledge of technology, applications, terminology, and procedures required of job function. Performs varied and more complex tasks. Makes decisions within broad parameters.

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