

# Job Description

Recruiting Company

株式会社 SBI BITS

<https://www.sbibits.com/>

Job Type

IT Asset Analyst

Job Contents

- Manage IT Assets for internal and group companies utilizing asset management systems and best practices.
- Update and maintain IT Asset management policies and processes. Implement workflows to standardize IMAC activities and effectively track all physical and logical changes.
- Liaise with internal cross-functional teams, clients, vendors and stakeholders for the asset related BAU operation, delivery, updates, renewals, transfers, returns, disposals, projects, etc., as needed.
- Track and update warranty, support contracts of IT Assets and licenses, and assist with renewals as needed.
- Control IT Asset lifecycle and ensure proper administration during acquisition, storage, usage, allocation, movement and disposal.
- Identify and access risks related to IT Assets. Ensure optimal provision and utilization of IT Assets for business operations, and propose for cost reduction wherever feasible.
- Conduct periodical reconciliation of IT assets, and follow up with relevant stakeholders to sort out the discrepancies found.
- Analyze IT Asset data and improve workflow for its accuracy. Explore and make suggestions to automate the process wherever feasible.
- Coordinate with offshore development team for bug fixes and feature enhancements in the asset management system.
- Assist clients and stakeholders with their requests, and prepare reports as needed.
- Support DC Colocation and coordinate with clients, operations, sales and finance as required.

## Requirements

Need-to-have

【Experience】/

【Skill】/

【Qualification】

- Degree in IT-related field or 1+ years of experience working in IT related role
- Business level English and Japanese (Japanese N2 above required for non-native Japanese speakers)
- Experience or basic understanding of change management
- Robust Team Player, exposed to a multi-cultural environment
- Mature and independent with excellent communication skills
- Detail focused when completing records, tickets and supporting documentation
- Ability to lift IT equipment weighing more than 10kg

Nice-to-have

【Experience】/

【Skill】/

【Qualification】

- Prior experience with managing asset inventory
- Knowledge about IT Hardware Assets in data center and office environment
- Familiar with ITIL, ITSM, CMDB or hands on experience with DCIM/ITAM tools

Person

Remarks