

Asset Management Coordinator, Americus, GA

Habitat for Humanity International is a nonprofit, ecumenical Christian housing ministry. The purpose and goal of Habitat for Humanity International is to eliminate poverty housing and homelessness from the world, and to make decent shelter a matter of conscience and action. Habitat invites people of all backgrounds, races and religions to build houses in partnership with families in need.

Headquartered in Americus, Georgia, Habitat for Humanity International is a global, non-profit ministry where our employees build futures and lives.

Position is responsible for managing all IT assets throughout the organization. Using manual and automated inventory tools, Asset Management is responsible for knowing the location of all IT equipment and for keeping the organization in compliance with vendor software licensing requirements. This position coordinates with the IT procurement section to receive new equipment and software, End User Support for distribution and repair, and the contracts section to insure the organization is in compliance with their leasing obligations.

Maintain physical software and hardware inventory, including receiving and issuing, in an organized fashion. Maintain software and hardware inventory database. Conduct periodic audits of software and hardware inventory to insure accuracy. Maintain lease location spreadsheet to insure compliance with hardware lease agreements. Manage software licenses to insure compliance with vendor agreements. Track software license and hardware lease expiration/renewal dates. Develop and manage asset management systems and procedures.

Ability to work with Excel and/or Access, Associates Degree or 3 to 5 years relevant experience. Knowledge of Altiris or similar automated inventory program highly desirable, software compliancy policies and procedures, SQL, project management, organizational and planning skills. Also desirable CSAM, CITAM, ACP (Altiris certification) or equivalent education and experience. Salary range is \$30,000 to \$40,000 annual base.

To apply for this position you must apply online at www.habitatjobs.org, #166 Asset Management Coordinator. Thanks for you interest.