

IT Asset Analyst - India

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Company: Future Tech Enterprise, Inc.

Location: India

Category: business-and-financial-operations

As the IT Asset Analyst, you will play a pivotal role in overseeing the end-user computing inventory . This multifaceted position encompasses tasks ranging from meticulous requisition reviews and strategic order placements to proficient supplier management and thorough cost analysis. Success in this role demands a robust understanding of technology procurement processes , exceptional communication skills, and hands-on experience with ServiceNow. If you are ready to leverage your expertise to optimize IT asset management within a dynamic environment, we invite you to join our team. This is an India-based, remote position . Work hours are 11:00a - 8:00p India Standard time. Responsibilities :

- Oversee end-user computing inventory, ensuring optimal levels for operational efficiency.
- Monitor market trends, competitor strategies, and supplier activities to make informed purchasing decisions. Analyze costs, implement cost reduction activities, and ensure correct cost allocation in collaboration with finance.
- Interface with suppliers, departments, and negotiate contracts to ensure a streamlined purchasing process. Build and manage strong relationships with suppliers to enhance collaboration and efficiency. Request quotes and place orders for PC hardware, as well as purchase software or hardware according to specified targets. Track purchase orders and cancellations, providing order tracking details and setting delivery expectations. Thoroughly review requisitions for completeness, accuracy, and compliance standards, optimizing requisition to purchase order cycle times. Support the purchasing function and communicate supply problems to facilitate smooth operations.
- Collaborate with colleagues to identify and implement continuous improvement opportunities.
- Assist in negotiating contracts and maximizing business savings. Create purchase requisitions

using Ariba or relevant systems, staying abreast of technological advancements. Use and meet ServiceNow KPI requirements for effective tracking and reporting. Ensure strict adherence to company policies and procedures. Proactively address and resolve supplier issues related to price, quality, delivery, or invoices. Prepare comprehensive reports and updates for effective decision-making. Perform other assigned duties to contribute to the overall success of the team. Qualifications : Bachelor's degree in business administration, Supply Chain Management, or a related field. 3+ years of project and asset management experience. Familiarity with ServiceNow and experience in meeting KPI requirements for effective tracking and reporting. Excellent English communication skills to collaborate with internal departments, suppliers, and stakeholders – writing and speaking. In-depth knowledge of end-user computing inventory management. Strong negotiation skills and the ability to build and manage supplier relationships effectively. Analytical skills to assess costs, implement cost reduction activities, and optimize procurement processes. Experience in negotiating contracts and maximizing cost savings for the organization. Proficiency in using procurement software systems, such as Ariba, and staying current with technological advancements in the field. Ability to review requisitions, track purchase orders, and manage cancellations with attention to detail. Strong organizational skills to optimize the requisition to purchase order cycle times. Familiarity with compliance standards, company policies, and procedures related to purchasing. Proactive problem-solving skills to address and resolve supplier issues related to price, quality, delivery, or invoices. Demonstrated ability to prepare comprehensive reports and updates for effective decision-making. Continuous improvement mindset, with a track record of identifying and implementing process enhancements. Flexibility and adaptability to perform other assigned duties and contribute to the overall success of the team. Future Tech is an award-winning, global IT solutions provider with capabilities in 150 countries. We help companies, Federal Systems Integrators and commercial entities, to maximize their full range of IT investments, delivering solutions for hardware/software procurement, configuration and imaging, hybrid cloud, modular data centers, cyber security, logistics, customized data science workstations, print management, and data storage. Future Tech was named Dell's 2023 Federal Partner of the Year, 2022 Transformation Partner of the Year and a Premier VMware Partner. Visit FTEI.com to learn more. Powered by JazzHR

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