

IT Asset Engineer (IT Procurement & Documentation IT Billings)

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Company: Ascentech Services limited

Location: Ikoyi

Category: other-general

Job Title: IT Asset Engineer (IT Procurement & Documentation + IT Billings)

Location: Ikoyi, Lagos

Experience: 6-10 Years

Responsibilities:

* Asset management

Provides management for company IT budget. Develops computer lifecycle and software standards.

Meets with IT vendors to discuss software licenses, cost, hardware, audiovisual equipment, issues, and new products.

Purchases and installs IT hardware and software. Ensures completion of work orders in the IT ticket management system.

Reviews software agreements and software maintenance renewals. Inputs license agreements into the license management application system.

Serves as an account manager for the support contract. Manages call quality, accounts, and contract service level agreements for IT Enterprise Systems.

Supervises, schedules, evaluates, and monitors. Monitors support ticket workload.

Supports employees purchasing laptops, printers, and software for company or remote employees based on instruction.

Account handling for phones internet recharge etc.

Performs all other duties and responsibilities as assigned or directed by the supervisor.

Skill in installation, repair, and maintenance of network and/or computer hardware, software, and peripherals

.in budget/resource management

Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills

Skill in project management principles, processes, and techniques

Skill in performing a variety of duties, often changing from one task to another of a different nature

Skill in positive, productive, and flexible customer service

Ability to adapt to a rapidly changing technical environment

Ability to work independently as well as in a team environment

Skill in people leadership and supervision

should have IT experience in installation & configuration of any OS or software computer hardware, Printers, networking, CCTV, troubleshooting, managing assets, biometrics handling, etc.

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