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# Example of Asset Administrator Job Description

Our innovative and growing company is searching for experienced candidates for the position of asset administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for asset administrator

* Provide on call support based on Rota system
* Work independently or in coordination with Client Account Manager to address various client inquiries and respond to information or audit requests
* Assist in the receiving, asset tagging, storing, tracking and deployment of IT equipment
* Develop effective and positive relationships with suppliers
* Create Request-for-Quotes (RFQs), analyze quotes, and ensure corresponding items are delivered
* Ensure maintenance, support terms and service levels are being met by suppliers
* Assist in monitoring performance of ITAM suppliers
* Represent the interests of the customer internally, providing appropriate escalation to other Technology functions when issues cannot be resolved directly
* Work closely with the Service Desk and Desktop Engineering to ensure efficient asset management
* You will be processing trades including multiple derivative products

## Qualifications for asset administrator

* Must be able to work long hours at computer terminal
* Knowledge of post-production digital assets
* Strong organizational and project management skills with ability to multi-task several projects simultaneously while independently prioritizing daily activities
* Ability to distinguish between VFX files and outputs (OBJ, FBX, CAD, tiffs, and jpegs)
* Fluency in Windows, Linux, Mac-based programs
* Familiarity of Adobe Photoshop, Acrobat, ACDSee