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# Example of Software Asset Management Job Description

Our growing company is searching for experienced candidates for the position of software asset management. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for software asset management

* Leading the design and production of enterprise software asset related reports both pro-actively (dashboard, inventory reports, ) and as needed/requested (ad hoc reports)
* Demonstrates excellent timekeeping and time management, particularly when undertaking multiple or varied tasks
* Drives outcomes that enable tangible value for our customers · Experience in coaching and mentoring other in their performance towards objectives and in helping them develop towards their tasks and career goals
* May act as the liaison between FIS and major software vendors for licensing and compliance information
* Reviews, analyzes, and monitors IT contract performance and compliance
* Helps maintain vendor relationships
* Helps maintain information in the Enterprise IT Asset Management solution to ensure purpose and functionality closely aligns with business procedures, directions, and strategies
* Routinely conducts risk assessments associated with licensing compliance to ensure all vendor contractual requirements are met
* Controls expenses within approved budgetary guidelines
* Run compliance reports on a scheduled basis

## Qualifications for software asset management

* You have hands-on experience with service-oriented architecture using SOAP and/or REST web services with strong preference for WCF and/or WebAPI experience
* Independent, self-motivated, analytical thinking
* Good orientation in Excel (formatting, functions)
* Demonstrate strong and clear communication skills – laterally across technology, business and Legal departments, vertically upwards with senior management
* Bachelor’s degree and 5 years of experience as a business analyst or an equivalent combination of education and work experience
* Bachelor’s degree in Computer Science, Information Systems/Technology, Business or equivalent work experience