



Job Information

Job ID: 92328
Job Title: Hardware Asset Management Officer
Outsourcer: BIOS, LINC Media Inc.
Division: BIOS
Company Type: Large Company, International Company
Job Type: Full-time
Location: Tokyo - 23 Wards
Train Description: Tennozu Isle
Salary: Negotiable, based on experience
Work Hours: 9:00-18:00
Date: October 2nd, 2008 17:05

General Requirements

Career Level: Mid Career
English: Business Level
Japanese: Business Level
Education: Technical/Vocational College
Visa Status: Japanese national or permission to work in Japan required

Job Description

Logistics Team Member Responsibilities include (but are not limited to) the following:

- ? Control the shipping and disposal of all hardware assets and media for client supported businesses within Japan
- ? Act as the gateway for the client in supporting technology infrastructure related change requests from all the client supported businesses in Japan
- ? Stockroom management including physical stocking and arrangement of stockroom contents. Physical work is required.
General
- ? Engage and share information with other technology groups to enhance processes
- ? Maintain asset inventory information in HP Asset Center system
- ? Create documentation for HP Asset Center
Logistics Team Member
- ? Review and ensure current logistics & disposal procedure are complying with Citigroup Technology Global Standards and Japanese laws & regulations.
- ? Manage Hardware Shipment Requests
- ? Manage Hardware Disposal Requests

? Manage Media Disposal Requests

? Process service orders, quotations, and requests.
Vendor Management

? 3rd party logistics, disposal and shipment vendor coordination
Control And Compliance

? Adhere to audit requirements

? Understand and adhere to corporate compliance issues and requirements

? Follow change management policies and procedures

? Collect samples for compliance testing

? Adhere to shipping export controls

Required Skills

Technical Skill Profile:

? Experience with HP OpenView AssetCenter if required.

? Extensive knowledge working in Windows environment using MS Office (Project, Outlook, Excel, Access, Word, Power Point), Internet Explorer, etc.

? Reporting experience using Crystal Reports is required.

? A strong IT Engineering background and general knowledge in networking and voice system support would be very beneficial.

? Excellent communication skills: Must have strong verbal and written communication skills. The skills should be performed in fast paced, multi-cultural and multi-functional (business and technology) environment.

? Team player: Should be good at building trust-relationships and work with internal and remote teams, business users as well as other support group members.

? Business Acumen: Should possess the knowledge/ability to quickly assess and correlate business requirements with efficient implementation of technology solutions.

? Effective time management skills: Ability to prioritize objectives, multi-task, and meet pressure deadlines.

? Prior work experience in the Financial industry is a plus.

? Project management/coordination experience is also beneficial .

Language and Visa requirements:

This role requires fluent English, both written and spoken, and fluent Japanese, both written and spoken.

Only applicants already holding a valid visa allowing normal full time work in Japan will be considered.

Company Description

LINC Media was founded in 1996 by current CEO and President Terrie Lloyd to support foreign firms trying to enter Japan. In the ensuing years, the company grew into a full-fledged media firm with an English-language business magazine, recruiting service and bilingual technical support service.

The system integration division of LINC Media, BIOS provides multilingual technical consulting, integration, and support services all along the IT Spectrum. The business consultation division of LINC Media offers service such as market research, PR, office setup, recruiting, etc., as well as providing information and responding to enquiries from clients regarding the Japanese market.