



## IT Asset Analyst

国際的な環境です。服装自由。住宅手当あり。

### 募集職種

#### 採用企業名

学校法人 沖縄科学技術大学院大学学園

#### 求人ID

1579842

#### 業種

教育・学校

#### 雇用形態

契約

#### 勤務地

沖縄県, 国頭郡恩納村

#### 給与

経験考慮の上、応相談

#### 勤務時間

所定労働時間：9:00 - 17:30 休憩時間：12:00 - 13:00 フレックス制（コアタイム10:00-15:00）

#### 休日・休暇

年次有給休暇、夏季休暇、傷病休暇、年末年始休暇、慶弔休暇、産休/育休完備など

#### 更新日

2026年02月24日 16:50

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

無し

#### 最終学歴

大学卒：学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### **The position:**

The Asset & Inventory Analyst manages IT & AV asset lifecycle processes, procurement coordination, compliance reporting, and operational improvement. This role provides guidance to junior staff and ensuring full-circle administration across both IT asset and AV domains.

#### **Responsibilities:**

1. Lead routine inventory audits, reconciliation activities, and lifecycle tracking.
  2. Maintain accurate asset records, lifecycle statuses, and compliance documentation.
  3. Oversee the lifecycle of AV assets, ensuring proper documentation, and compliance with institutional policies.
  4. Collaborate with IT Operations to ensure ongoing asset availability.
  5. Manage procurement workflows, including quotation gathering, purchase request creation, and vendor coordination.
  6. Oversee disposal, transfers, engraving, and unit creation tasks.
  7. Ensure adherence to asset management policies, standards, and governance requirements.
  8. Produce detailed asset, lifecycle, and compliance reporting.
  9. Recommend and implement process improvements to increase accuracy and efficiency.
  10. Provide functional guidance and task leadership to junior staff.
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## スキル・資格

### **Qualifications:**

#### **(Required)**

1. Bachelor's degree or certification in IT, Business, Media Technology, or related field.
2. 3–5 years of experience in IT asset management and/or AV systems operations.
3. Strong expertise with asset or CMDB systems and lifecycle processes.
4. Experience designing or supporting AV environments is strongly preferred.
5. Skilled in vendor coordination, procurement workflows, and compliance reporting.

#### **(Preferred)**

1. ITAM/IAITAM, AVIXA CTS, or related certification.
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## 会社説明