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| Job Title: | Desktop Inventory Specialist | Job Category: |  |
| Department/Group: | ATL - AIM Aviation Services | Job Code/ Req#: | 62637 |
| Location: | On Site  **Address**  6000 North Terminal Parkway Atlanta, Georgia 30320 | Travel Required: |  |
| Level/Salary Range: | $23/hr on C2C | Position Type: | Contract |
| Duration | 05/31/2024 - 05/31/2025 | Date Posted: | 04/25/2024 |
| Expenses Allowed | Yes | Posting Expires: | 05/02/2024 |
| **Quantity Requested** | 1 | Send Resumes to | resumes@taurusbiz.com |
| **Schedule:** | | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  8  **Time Zone**  EST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:15AM 5:00PM Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Description**  **Scope of Services**  To obtain highly skilled Inventory Specialist who is experienced in overseeing and managing the inventory  storage space for all IT Equipment. The Inventory Specialist will be responsible for accepting deliveries,  verifying the deliveries against the purchase order, asset management using barcodes and Excel spreadsheets,  and equipment handover to the IT Managers and Technicians. This includes actively being engaged in the  order and delivery process and maintaining the inventory storage space. The Inventory Specialist will also  organize the inventory storage space and coordinate disposal of surplus equipment.  Other responsibilities include assisting with the procurement of IT equipment, budget analysis and forecasting,  and office management. System research and evaluation as needed  Maintain computer hardware and software systems, assisting with technology evaluation for new programs  install, managing updates and providing technical support.  **Responsibilities not limited to the following below:**  Diagnosing and resolving technical issues with hardware or software systems  Consulting with users over the phone, in person or via online chat to understand and troubleshoot technical issues  Assessing user needs and recommending technical solutions and enhancements  Documenting technical support procedures and maintaining customer records  Responding promptly to queries and providing information on the technical matters  Completing thorough installations on the client environment by taking backups of data, upgrading  systems as needed and installing new software or hardware solutions  Must have experience with Microsoft Excel and Microsoft Word  • Requires the ability to handle multiple activities at the same time. Excellent organizational skills, ability to plan projects and jobs, prioritize work and meet deadlines. Must be a dynamic individual who is client-oriented while keeping the company’s interests in mind.  • Must be able to lift 15-20 lbs at a time from a squatting position.  • Must be able to pass company drug tests and comply with company drug policies.  • Normal work hours range from 8:15am to 5pm, five days per week.  • Occasionally, early morning, after hours, and weekend commitments may be necessary.  • Onsite work is mandatory.  **Qualifications**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** | | Education | Others | BS in a related field | business administration, logistics, computer science, information technology, etc. or 3-5 years of experience working in inventory or asset management | Proficient (4-6  Years) | Yes | | Skills | Others | Communication skills  both verbal and written |  | Proficient (4-6  Years) | Yes | | Skills | Tools | MicrosoftOffice |  | Proficient (4-6  Years) | Yes | | | | | | |
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| Reviewed By: | Swathi G | Date: | 04/25/2024 |
| Approved By: | Ram S | Date: | 04/25/2024 |
| Last Updated By: | Swathi G | Date/Time: | 04/25/2024 |