

Company Name:

Regency Integrated Health Services

Point of Contact:

Michelle Ferguson

Point of Contact Title:

Corporate Recruiting Manager

Point of Contact Email:

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Point of Contact Phone:

361-741-8001

Position Title:

IT Asset Intern

Link to Current Posting:

<https://www.paycomonline.net/v4/ats/web.php/portal/46F4179D5F1EC9FF1A5FDE0B87D4734D/jobs/701657>

Job Status Type:

Internship

Roles & Responsibilities:

The IT Asset Intern's role is to ensure proper asset activities occur to support IT requirements within the company so that Leadership can make informed decisions. This includes executing IT Procurement transactions and performing the support and administration duties associated with IT Asset Life Cycle Management.

Responsibilities

The primary objective of the IT Asset team is to administer the lifecycle (acquisition through disposal) of IT assets in the most cost efficient and effective manner possible and to execute the purchase of IT products and services required to support the company.

Acquisition & Deployment

Assist in hardware and software releases and roll-outs and communication to the end users.

Receive equipment as it arrives and add to stock levels

Maintaining Inventory Stock Levels and Cycle Counts

Operational Management

Under the direction of the ITAM Manager, conducts the day to day activities associated with the asset management team

Provisioning Cell Phones, iPads and Mi-Fi devices

Image and provision equipment as needed

Picking stock to fulfill requests

Create shipping labels for equipment to be shipped out of or back to the Corporate office.

Completing assigned tickets as needed to complete End User's positive experience with IT

Confirming receipt of equipment to Users

Assist with Installations

Changing Associated Asset States in ServiceDesk

Other requests as determined by manager

Desired Skills & Qualifications:

Formal Education & Certification

Zero (0) years IT experience.

Possess strong communication and analytical skills.

Knowledge & Experience

Follow direction as given by manager or team lead

Analytical Capability.

Basic Time Management skills.

Exceptional written and oral communication skills.

Exceptional interpersonal skills, with a focus on rapport-building, listening and questioning skills.

Strong documentation skills.

Fluent English Language skills.

Personal Attributes

Ability to conduct research into a wide range of computing issues as required.

Ability to absorb and retain information quickly.

Ability to present ideas in user-friendly language.

Highly self-motivated and directed.

Keen attention to detail.

Proven analytical and problem-solving abilities.

Ability to effectively prioritize and execute tasks in a high-pressure environment.

Exceptional customer service orientation.

Experience working in a team-oriented, collaborative environment.

Work Conditions

Schedule: Monday through Friday 8:00 AM to 5:00 PM

From time to time there may be overtime up to as much as 60 hours when necessary.

On Call: not for this position.

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and other computer components.

Lifting and transporting of moderately heavy objects such as computers and peripherals weighing up to 50 pounds.

Ability to climb ladders to inspect wireless devices.

Other Information to be Shared:

This job pays \$10 an hour and requires in-person work at the Corporate Office in Victoria.