



JOB DESCRIPTION

JOB TITLE:	Software Licensing Desk
LOCATION:	Remote
WORK HOURS:	US Daytime
Summary	As Software Licensing Desk, you will be responsible for managing the entire lifecycle of software applications within an organization. This includes planning, procurement, deployment, maintenance, optimization, and retirement of software to ensure efficient and cost-effective use.
Responsibilities	<ul style="list-style-type: none">• <u>Software Planning:</u> Collaborate with various departments to understand software requirements and create a strategic plan for software adoption and retirement.• <u>Procurement and Licensing:</u> Work with procurement teams to acquire software licenses and negotiate favorable terms. Ensure compliance with licensing agreements.• <u>Deployment and Configuration:</u> Oversee the installation and configuration of software applications, ensuring they meet business needs and security standards.• <u>Lifecycle Management:</u> Continuously monitor software performance, security, and usage, making recommendations for updates or replacements as needed.• <u>Optimization:</u> Identify opportunities to optimize software usage, reduce costs, and improve efficiency. This may involve reallocating licenses or retiring unused software.• <u>Vendor Relations:</u> Maintain relationships with software vendors to stay informed about updates, patches, and licensing changes.• <u>Security and Compliance:</u> Ensure that software applications comply with security policies and regulations. Implement security patches and updates in a timely manner.• <u>Documentation:</u> Maintain detailed records of software licenses, configurations, and maintenance activities.• <u>Training and Support:</u> Provide training and support to end-users on software applications and troubleshoot issues as they arise.
Qualifications	<ul style="list-style-type: none">• Strong knowledge of software lifecycle management practices.• Familiarity with software licensing models and procurement processes.• Analytical and problem-solving skills.• Excellent communication and collaboration skills.• Knowledge of cybersecurity best practices is a plus.