



### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Software Licensing Specialist</b>
<b>LOCATION:</b>	<b>Remote</b>
<b>WORK HOURS:</b>	<b>US Daytime</b>
<b>Summary</b>	As Software Licensing Specialist, you will be responsible for managing and optimizing software licenses within an organization to ensure compliance, cost-efficiency, and adherence to legal requirements. They play a crucial role in advising on software procurement, license negotiations, and maintaining an accurate inventory of software assets.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• <u>License Compliance</u>: Monitor and enforce compliance with software licensing agreements to prevent legal issues and financial penalties.</li><li>• <u>License Procurement</u>: Collaborate with procurement teams to negotiate and acquire software licenses at the most favorable terms and pricing.</li><li>• <u>Inventory Management</u>: Maintain an up-to-date inventory of software licenses, tracking usage, expiration dates, and renewal requirements.</li><li>• <u>Cost Optimization</u>: Identify opportunities to reduce software licensing costs while maintaining required functionality.</li><li>• <u>Vendor Relations</u>: Build and maintain relationships with software vendors, staying informed about updates, changes in licensing models, and future licensing trends.</li><li>• <u>Policy Development</u>: Develop and implement software licensing policies and guidelines to ensure consistency and compliance across the organization.</li><li>• <u>Audits and Reporting</u>: Conduct regular software license audits, prepare reports, and provide recommendations for optimization.</li><li>• <u>Training and Education</u>: Educate internal teams on software licensing compliance and best practices.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• In-depth knowledge of software licensing models, including proprietary, open source, and cloud-based licenses.</li><li>• Experience in negotiating software licensing agreements.</li><li>• Familiarity with license management tools and software asset management (SAM) practices.</li><li>• Strong analytical and communication skills.</li><li>• Legal knowledge related to software licensing is a plus but not required.</li></ul>