



We are looking for:

## Hardware Asset Management (HAM) Analyst (m/f)

Workplace: Kraków

Capita is a leading business services provider with around 70,000 employees, operating in the UK, Europe, India and South Africa. Capita Polska supports clients across a range of sectors, including education, transport, health, life and pensions, insurance, and other private and public sector organisations. Recognized as most dynamically developing BPO in Poland, awarded by Outsourcing Stars and CEE Awards.

We are currently looking for talented individuals to grow with our team as:

### Hardware Asset Management (HAM) Analyst (m/f)

The ideal candidate will have a minimum of 2-3 years of HAM experience and be able to prove a track record of managing/tracking/reporting hardware assets in an enterprise level estate. The role is office based at our HQ in London.

#### Responsibilities:

- Developing and maintaining HAM lifecycle policies and processes
- Analysing and normalising hardware discovery records
- Ensuring hardware asset register accuracy through audit verification process
- Reporting on the hardware asset estate through the asset lifecycle
- Addressing and rectifying anomalies in the hardware estate accuracy
- Ensuring that HAM data transfer between systems is functioning correctly
- Working with deployment and estate management teams to assure estate and asset disposition accuracy
- Working with the Software Asset Management team to ensure that the hardware records are available for licensing liability calculations
- Working with transformation / refresh programmes to ensure asset data is collected accurately and recorded in the hardware asset register

#### You are the perfect candidate if you:

- Are able to deliver effective HAM reports
- Have excellent working knowledge of the HAM lifecycle
- Have excellent analytical and data handling skills
- Are an expert in Excel
- Are able to comfortably liaise with technical architects, data analysts and IT deployment teams at a technical level
- Have excellent written and verbal communication skills at all business levels
- Have a working knowledge of BMC Remedy

- Have a working knowledge of at least one SAM tool (e.g. Flexera, Aspera, License Dashboard)
- Have an ITIL Foundation certificate (an asset)

## Benefits:

- True work-life balance (8-hour workday with a 30-minute lunch break included)
- Great atmosphere
- Work place in the city centre at Lubicz 23 – about 2,500 paces from the main square
- Diversity - we support a wide variety of industries, customers, projects and geographies - thus, you have many options to choose from
- Access to free in-house English classes, with our dedicated English Trainer
- Social activities after work – you can find something for yourself
- Opportunity to become one of the internal Trainers
- A multinational environment, with strong ties to UK business culture
- LuxMed medical healthcare
- Multisport Plus or Classic and MultiKafeteria benefit systems
- Free Fruit Mondays

If this sounds like you then apply [\[HERE\]](#)

**Please make sure your CV contains one of the following clauses:**

**It is noted that the basis for the processing of your personal data in this recruitment process is your voluntary consent. For these reasons we would like to ask you to append the following consent clause to your application documents:**

- I hereby freely and consciously give my consent to the processing of my personal information by Capita (Polska) Sp. z o.o. with its registered seat at ul. Lubicz 23, 31-503 Kraków, as a data controller for the purpose of recruitment to the position of **Software Asset Management Analyst (m/f)** for a period of 6 months from the date of sending my CV. I am aware of the possibility to withdraw my consent at any time and that the withdrawal does not affect the legitimacy of the processing that was conducted prior to the withdrawal.

**Moreover, it is noted that in case of your wish to participate in future recruitment processes, it is compulsory to additionally append the following consent clause to your application documents:**

- I hereby give my consent to the processing of my personal information by Capita (Polska) Sp. z o.o. with its registered seat at ul. Lubicz 23, 31-503 Kraków, as a data controller for the purpose of future recruitment processes for a period of 12 months from the date of sending my CV. I am aware of the possibility to withdraw my consent at any time and that the withdrawal does not affect the legitimacy of the processing that was conducted prior to the withdrawal.

Good luck!