

Graduate IT Asset & Commercial Analyst Internship

Type	TAX FREE ACS Foundation Work Integrated Learning Scholarship
Level	Postgraduate
Start Date	November 2024
Length	6 months (Full-time)* will consider 4 days per week
Value	\$24,180 TAX FREE ACS Foundation scholarship for 6 months F/T

Iluka Resources is an international mineral sands company with expertise in exploration, development, mining, processing, marketing & rehabilitation. Iluka's corporate offices are located in the CBD of Perth where this role will be based with some travel to operating or processing sites as required.

Job Role;

Assisting the IT Asset and Commercial team with the day-to-day licensing, asset management and vendor management to the Information Technology function and business, as well as perform auditing and reporting for hardware and software assets.

Role Responsibilities;

- Managing the IT Procurement Requests and Incident tickets in Service Now which includes purchase of peripheral stock/software licenses/assigning and reclaiming licenses from managed licensed portals e.g. Adobe, Sharefile, etc, assigning hardware;
- Raising Purchase Requests within Fiori (SAP addon) for the IT team;
- GR/Service Entries as required for the IT team;
- Updating Contract data for IT;
- Monthly Billview (Telstra) Reporting;
- Updating and Maintaining the Asset database;
- Management of general application/license/purchasing queries

Required Business Skills;

- Strong written and verbal communication skills
- Ability to work effectively in a team environment

You must be studying toward a post-graduate qualification related to Commerce / Asset Management / Procurement / Management Information Systems

APPLY NOW!

Send your resume, cover letter, current transcript and proof of residency to Sarah Maiden at sarah.maiden@acsfoundation.com.au or call 0401 317 879