



BUILD A CITY. BUILD A FUTURE.



IT ASSET COORDINATOR (PROJECT MANAGEMENT ASSISTANT) REGULAR FULL-TIME

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.

EMPLOYMENT TYPE

Union - CUPE Local 402 - Regular Full-Time

SCOPE

Reporting to the IT Service Delivery & Asset Manager, the IT Asset Coordinator (Project Management Assistant) is responsible for the strategic and operational oversight of technology assets throughout their lifecycle. This includes procurement, inventory control, compliance, financial tracking, and process improvement. The IT Asset Coordinator (Project Management Assistant) also supports major IT initiatives, conducts regular compliance audits, manages asset disposal, and prepares financial reports and budgeting documentation.

RESPONSIBILITIES

- Track and manage hardware and software assets from acquisition to disposal.
- Maintain asset registries in asset management systems
- Troubleshoot asset data issues and support integration between platforms.
- Conduct regular audits and monitor software licensing, entitlement, and compliance.
- Plan and execute procurement of IT assets
- Manage vendor relationships.
- Oversee inventory, warranty, and contract management.
- Train staff on asset policies and procedures.
- Identify and implement process improvements.
- Generate financial reports and analyze asset-related budgets, including TCA tracking.
- Lead meetings and coordinate offboarding asset recovery.
- Create documentation, flowcharts, and process roadmaps.
- Provide occasional coverage for administrative duties.
- Coordinate asset disposal and recycling in accordance with policy and environmental guidelines.
- Respond to internal requests for asset information and transfers.
- Assist with vendor quotes, purchase orders, and warranty tracking.
- Perform job-related duties as required

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QUALIFICATIONS

Candidates under consideration will have:

- Completion of Grade 12, supplemented by business and/or computer courses at a post-secondary level.
- Minimum three (3) years of progressively responsible and related experience in asset coordination or IT support.
- Typing speed of at least 40 words per minute.
- Valid and unrestricted BC driver's license.
- Advanced knowledge of IT asset lifecycle management and procurement.
- Proficiency in Altiris, Microsoft M365 Suite, and asset management systems.
- Knowledge of Microsoft Intune and Microsoft Defender is an asset.
- Strong analytical, organizational, and problem-solving skills.
- Ability to train others, lead process improvements, and manage vendor relations.
- Familiarity with municipal guidelines and financial procedures.
- Equivalent combinations of education and experience may be considered.

OTHER INFORMATION

Pay Grade: 15

Hourly Rate: \$31.97

Pay Steps	Hourly Rates
Step 1	\$31.97
Step 2 (6 months)	\$32.90
Step 3 (18 months)	\$33.50
Step 4 (30 months)	\$34.75

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