Alabama Supercomputer Authority
ASA

Position: Business Analyst II – Inventory control
Reports to: Director of Technical Services
Location: Alabama Supercomputer Center- Huntsville & Montgomery
Pay range: $52,762-$88,525
Open until filled
Send resume to personnel@asc.edu

General Description

This position works to oversee the accurate tracking, documentation, and lifecycle management of equipment deployed across various field locations. This position is critical to ensuring operational readiness, accountability, and the efficient use of assets in the field. This position must have strong organization skills.

Responsibilities

- Track the deployment, location, status, and condition of all field equipment across multiple sites
- Maintain and update asset records in the equipment tracking system
- Coordinate with field teams, logistics personnel, and operations managers to ensure timely reporting and documentation
- Generate and analyze reports on equipment utilization, movement, and inventory levels
- Assist in recovery, rotation, or replacement of field assets as needed
- Ensure compliance with asset control policies, procedures, and regulatory requirements
- Support internal and external audits by providing accurate equipment data and documentation
- Identify and report on discrepancies, losses, or equipment requiring maintenance or calibration

Minimum Requirements

- High school diploma or equivalent required; Associate's degree in logistics, business, or a related field preferred
- 2+ years of experience in asset tracking, inventory control, logistics, or field operations
- Ability to work independently and manage multiple priorities in a fast-paced environment
- Strong organizational and communication skills