

IT Equipment and Physical Property Coordinator

Acadiana CARES in conjunction with the Louisiana Office of Public Health STD/HIV/Hepatitis Program (SHHP) is seeking applicants to join our team for the critical role of IT Equipment and Physical Property Coordinator to work in the Louisiana Office of Public Health Bureau of Infectious Diseases SHHP in New Orleans. The successful candidate will report to the Health Information Systems Manager and be responsible for the inventory, auditing, tracking and disposition of SHHP physical property including IT hardware and equipment, office furniture and other moveable property. Additionally this role will be the SHHP lead supporting required internal and external audit and inventory activities. Up to 25 percent travel to regional SHHP offices and staff across LA.

Qualifications:

Candidates for the position must have a Bachelor's degree in Business Management, Information Systems or a related field and 2+ years of relevant experience are required. In lieu of a degree, 6+ years of relevant experience is required. Lean Six Sigma Greenbelt, ITIL v5 certification or related Asset Management certification highly desired.

No later than close of business **March 31, 2025** applicants should submit a resume to SHP_Resumes@la.gov.

Must Reference: Equipment and Property Coordinator in subject line.
EOE/AA Employer