

**Job Title: SOFTWARE LICENSE ADMINISTRATOR**

Work location: Madrid

Type of contract: Permanent (6 months of probationary period)

**FUNCTIONS**

CBRE is currently looking to employ a Software Licensing Administrator.

As a Software Licensing Administrator, the individual will oversee managing licensing for various products across EMEA and APAC. Responsibilities will include analyzing and assigning software licenses to individuals as well as running licensing reports to ensure correct licensing is in place. The Software Licensing Administrator will be in direct contact with end users as well and will be part of the D&T team in EMEA/APAC.

The role is within a young and enthusiastic team for a professional organization, that expects a World Class Professional Service, as such there is plenty of room for personal development.

The successful candidate will be expected to understand all aspects of the software life-cycle – from licensing to purchasing to deployment to decommissioning.

- Engage CIT, BU representatives, and Software Manufacturers to help collect, organize, and manage our licensed software assets.
- Reconcile the licensing (and the Product Use Rights, rules, allowances, etc.) with install/usage data
- Execute all license admin tasks
- Analyse purchase records and other entitlement information (including contracts, EULAs, EAs, PURs etc.)
- Research and understand Product Use Rights, license allowances, and contractual entitlements for software products and manufacturers
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**PROFILE**

We are looking for an individual with the following skills and experiences:

- Expertise with Microsoft licensing is a must
- Experience with Adobe licensing is a bonus
- Good Research skills and the ability to manage details
- Experience with software installation and inventory systems
- Good communication skills
- Good English speaker
- Good organisation and time management skills
- Ability to stay self-motivated and self-directed
- Willingness to adopt to changing business and technical priorities
- Ability to work in a fast-paced, high performance team environment

**MORE INFORMATION**

If you are interested, please send your updated CV to [marta.vicens@cbre.com](mailto:marta.vicens@cbre.com) with the subject: *Software License Administrator*