Hotel IT Manager

Job Description

- Supervise all daily and weekly IT procedures in the hotel.
- Design; Implement Preventive Maintenance for all IT hardware & Software.
- Will be fully in charge of IT Dept. and all of its related issues.
- Checking daily backups, all system interfaces, Server hardware and logs.
- Managing IT supervisors and clerks, assigning their daily jobs, and training them on all needed theoretical and practical procedures, troubleshooting and support within corporate standards.
- Work and manage suppliers for any Software/ Hardware conflicts.
- Follow up all claims that are being forwarded to IT Dept.
- Document, archive all correspondence and troubleshooting, follow up suppliers' visits and maintenance.
- Develop and adapt any ideas that bring IT services to higher management.
- Recover any gaps that might face IT Dept. and come up with plans to advance its operations.
- Assist existing/new properties when it is required.
- Good Working Knowledge of all Microsoft Products
- Good Working Knowledge of Hotel Applications - PABX, IP Telephony, IP TV and CCTV systems.
- Ability to Design Network and Provide Technical Leads

Shift and on-call work may be required, particularly where computing equipment is in continual 24-hour operation.

Skills

- Minimum of 3 years' experience in IT Field within hotel operations. 2 years of which in management position
- Has Training capabilities for troubleshooting and support
- Fluent in English.
- Degree from any reputable Computer Science institution
- Good knowledge in LAN, Security, wireless, IP Telephony, and hospitality solutions and software.

Education

University Diploma/Degree