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Director of IT

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Company: Mandarin Oriental Hotel

Location: Bodrum

Category: other-general

Director of IT

Apply now **Position**Director of IT (Full time #539149)

Property / Office:Mandarin Oriental, Bodrum

LocationBodrum, Turkey

Mandarin Oriental Hotel Group

Mandarin Oriental Hotel Group is the award winning owner and operator of some of the most luxurious hotels, resorts and residences located in prime destinations around the world. Increasingly recognized for creating some of the world's most sought-after properties, the Group provides 21st century luxury with oriental charm. Above all, Mandarin Oriental is renowned for creating unique hotels through distinctive design and a strong sense of place, luxury hotels right for their time and place.

Mandarin Oriental, Bodrum

A stunning resort overlooking the Aegean Sea, Mandarin Oriental, Bodrum is where dreams come true. A luxury 5-star hotel retreat with two private beaches and excellent leisure facilities, we invite you to lie back, relax and savour the moment. With an idyllic location in Paradise Bay, we offer a seductive blend of style, serenity and 5-star comfort. With a range of gourmet restaurants, relaxing spa and choice of rooms, suites and villas, our unique resort is world-class.

Duties & Responsibilities

Scope of the Director of IT responsibilities includes and covers the following:

Hardware

- Servers, Desktop, Laptop and Handheld Computers
- Active and Passive Components of the Network and Cable Plant
- Printers, Scanners, Tape Drives, Other Peripherals connected to the hotel LAN
- Business centre connectivity and equipment

Software

- Operating System, Network Administration Tools
- Remote Access, Terminal Servers, VPN
- Messaging and Internet Related
- Office Automation and Productivity
- Hotel Specific Core Applications
- Interfaces and Integration Applications
- Desktop tools and applications
- Local management as required of Intranet and ASP Applications

Telecommunication

- PABX, Attendant Console, Handsets, repeaters
- Mobile phones and cordless connections
- Call Accounting
- Voice Mail
- Paging System
- Audio and Video Conferencing
- Active and Passive Components of the Cable Plant

In Room Entertainment System (IRES)

- Video Equipment
- Audio Equipment
- Video and Audio Servers
- Active and Passive Components of the Cable Plant

High Speed Internet Access (HSIA)

- Guestrooms
- Meeting and Function Rooms
- Business Center
- Public Areas

Audio / Video Systems

Guestrooms

- Meeting and Function Rooms
- Restaurant and Bars
- Business Center
- Public Areas
- Electronic Information boards

Digital CCTV Systems

Key lock and Keycard Systems

- 1. Maintenance
- Ensure that systems have no errors, no response time issues, minimum of downtime, and perform according to documented specifications and guest / hotel staff expectations
- Ensures that operating system, hotel and office applications are updated with the latest release or patch as advised by Group IT&T
- Manage on-going maintenance of systems and ensure that appropriate service contracts if deemed necessary are in place
- Maintain a record of maintenance contracts and constantly monitor the preventative maintenance program executed by the contractors.
- Review maintenance contracts with the General Manager and local Regional VP

 Technology at least three months prior to the expiry or automatic renewal cut-off date.
- Ensure that regular backups are scheduled to the minimum specifications as directed by Group IT&T and that the locations of offsite stored backups are accessible but securely stored.
- 2. Support
- Maintain and manage list of support issues and coordinates with the software vendor or service provider for an immediate resolution
- Identify and train with the concurrence of the department head, appropriate shift personnel to solve minor technology related problems
- Ensure that issues deemed to be serious are advised to the Regional VP Technology the following working day. Ensure that issues deemed to be critical are reported to the Regional VP Technology promptly.

Requirements

- · Good written and oral communication skills in English
- · Good written and oral communication skills in hotels local language / dialect
- · Analytical approach to problem solving and a regard for detail and accuracy

- · Skill and proven experience in project management
- · Excellent leadership, teamwork, and inter-personal skills
- · Effectively manage supplier and vendor relationships
- · Capable of seeking solutions and answers utilizing both group and external resources
- · Business and Finance Sense

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Applications close:30 Jun 2024 GTB Daylight Time

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