



TALISKER CLUB

A PRIVATE WONDERLAND

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POSITION DESCRIPTION: IT Manager

STATUS: Full Time / Year Round

REPORTS TO: Sr. Director of Club Operations

PURPOSE OF JOB:

The IT Support Technician must be a powerful communicator and a person who can manage difficult and complex client situations that need strong guidance and resolution. This person should be prompt and/or know the importance of communicating to end users. This person should then be able to execute with a sound degree of understanding in Microsoft Windows Desktops, Microsoft Office Applications and general PC application support and troubleshooting.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Workstation. Required: Windows
 - Troubleshooting and configuration
 - Installation, configuration, troubleshooting and customization of MS Office Suite applications per customer's preferences
 - Solid understanding of and ability to install, configure and test workstation hardware
- Other Preferred Technical Knowledge
 - Experience with and general understanding of basic networking
- Other Considerations
 - Regular and timely completion of Documentation Standards
 - On-going self-training to preserve professional viability
 - Good communication with other technicians and management with regards to events and changes transpiring
 - Takes ownership of tasks and follows through to ensure complete resolution
 - Takes a personal interest in, and responsibility for, quality of work they perform or are associated with
 - Ability to pay close attention to detail while performing technically detailed tasks
 - Ability to deal effectively with stressful situations
 - Ability and willingness to recognize when it is necessary to ask for technical expertise from others and work well with a team
 - Ability to provide accurate time estimates for how long a task will take
 - Ability to quickly learn new technologies through the use of self-study materials and intuition
 - Enjoys helping people to the extent that no problem is considered mundane, no matter how simple the solution (i.e. -- Susie can't print)
 - Enjoys sharing information, supporting others, and working on a team to achieve team goals



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- Other duties as assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- Strong technical aptitudes, backed by at least 1 year of extensive in-the-trenches experience.
- 1 year in related field.
- Strong interpersonal skills.
- 1-2 years hospitality experience required in a related field

Excellent benefit package. Paid time off. Holiday pay. 401k plan. Discretionary bonuses. Employee meals. Golf benefits. Reward and recognition programs. Great culture and work environment. Opportunities for growth.

WHERE TO APPLY:

Individuals who meet or exceed the established criteria as detailed in this posting are encouraged to send their cover letter and resume to dkeele@taliskerclub.com. Note: Please mark: it Support Technician. .