



JOB DESCRIPTION

JOB TITLE: Network Administrator

DEPARTMENT: IT

REPORTS TO: IT Manager

About us:

South Beach Casino & Resort is a leading company in the gaming and entertainment industry. As a legendary award-winning world class resort, South Beach Casino & Resort offers a culture of gracious hospitality and comfort, featuring expansive food, beverage, and gaming offerings.

JOB SUMMARY

The Network Administrator assists the IT Manager in the successful overall development, installation, operation, and maintenance of all management information systems on property, including computers, software, audio and visual equipment and telephone equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures a maximum level of service and satisfaction throughout the property is achieved and maintained for guests, patrons and employees
- Assists in the installation and maintenance of all management information systems on property, including computers, software, telephone, audio and visual equipment
- Communicates with all departments on specific needs and/or problems, and acts as a liaison between the Resort and Vendors
- Assists in managing all technical systems on property
- Audits all systems procedures
- Assist with new developments, modifications, and enforces department procedures as it relates to technical support
- Assists with the strategic plans and determines feasibility of systems integration studies, capacity planning and production scheduling, communicating with other departments, as needed
- Ensures the successful conversion of user specifications into working computer programs, through design, modification, testing and evaluation of all software packages
- Maintains adequate supplies and equipment on hand, re-ordering as needed
- Writes records and reports as needed with attention to detail
- Assists with overall development, installation, operation and maintenance of all management information systems on property, including computers, software, audio and visual equipment
- Supports all system users
- Evaluates network configuration and security, application usefulness, upgrades and improvements as required or needed
- Performs facilities and equipment and maintenance duties
- Practices Health & Safety guidelines
- Complies with all privacy and confidential information in accordance to applicable policies
- Other duties as assigned in support of the success of the organization



JOB DESCRIPTION

QUALIFICATIONS AND REQUIREMENTS

Minimum five years' experience in hardware as well as software with application experience of Microsoft Office, AccPac, Micros, and Opera; additionally, are hardware savvy with firewalls, PBX, vlans, desktops, accessories and video components. Require secondary education in related field. Solid communication skills with the ability to think and act quickly as well as problem solve. Demonstrate strong interpersonal skills to work with a diverse group of people and handle situations that are time sensitive and stressful.

PHYSICAL RESPONSIBILITIES

The Network Administrator is required to lift and move equipment up to 75lbs and from time-to-time work in confined loud areas.

BENEFITS:

- Competitive Salary
- 100% employer paid benefits (dental, vision, health)
- Employee assistance program
- Pension Plan

The incumbent must obtain and maintain approval from the Liquor, Gaming and Cannabis Authority of Manitoba.

How To Apply

Please send your Cover Letter & Resume the following:

- Apply online at <https://www.southbeachcasino.ca/careers/>
- Email at: hr@southbeachcasino.ca
- Fax: (204)766-2266
- Mail: PO BOX 777 Scantebury, MB R0E1W0
- In Person at the Hotel

We seek diversity in our workplace. Indigenous Persons, Women, Visible minorities, and Persons with a disability are encouraged to self-declare on their resume and/or cover letter.

Thank you to all applicants, however only those selected for an interview will be contacted.