OVERVIEW

ODS Chauffeured Transportation is Las Vegas’ premier luxury ground transportation provider with a fleet of over 100 vehicles and more than 250 team members. We are currently in need of a Systems Administrator that will perform a key support role reporting directly to the General Manager / COO of the company. In this role, the selected candidate, under the direct supervision of the GM/COO and with outside assistance from IT service provider partners, contractors and vendors, will be responsible for managing internal systems and equipment including all desktop and laptop computers, printers, network equipment, and all cloud and on-premise software systems. Additionally, the selected candidate will assist with the management of the ODS website, assist with the ongoing development and management of ODS intranet systems and help coordinate and maintain ODS’s online presence.

Although this role has wide ranging responsibilities and expectations, we are not looking for a CIO/CTO, but rather an ambitious, early career individual who has the basic skills and capabilities we are looking for, is eager to learn, takes direction well, works collaboratively with the management team and is looking to help build the systems infrastructure that will drive this company’s future.

Roles and Responsibilities

♣ Manage and maintain office computer systems, including the development of a systems inventory as well as recommendations for and prioritization of upgrades and systems modifications
♣ Manage software licensing across systems including ensuring that we have appropriate licenses for all installed software on company systems
♣ Assist with the identification, research and evaluation of new systems to ensure that they will adequately address business needs
♣ Manage and maintain all company internet and intranet sites including managing the hosting solution, e-mail systems, and handling updates, modification and additions to the company website and intranet systems, all of which are built on Wordpress with Formidable Forms
♣ Help to maintain the company’s online presence in coordination with the Sales and Marketing functions as well as other management team members, to include establishing and
maintaining Facebook, Twitter and LinkedIn company profiles and sites and updating those profiles on an ongoing basis as directed by the GM/COO

Help to identify other ways in which the company can improve internal and customer facing systems and actively assist with developing custom solutions and/or identifying best of breed commercially available solutions

Education and Qualifications

• Education – Bachelor’s Degree in Computer Science (recent or near graduates accepted) or another business or automation related discipline, or commensurate on-the-job experience
• Experience – At least 2-3 years’ experience with information systems and online software solutions and/or proven ability to rapidly learn a wide variety of systems, including but not limited to:
  o Desktop and laptop computers, printers, and other peripheral equipment
  o Tablets and smartphones using Google Android and/or Apple iOS operating systems; Strong understanding of “app” stores and technologies; Experience with Samsung KNOX or other Mobile Device Management (MDM) technologies a big plus
  o Network routers, switches, wireless hotspots, etc.
  o Microsoft Office products, including Outlook, Excel, Powerpoint, and Word; Experience with Exchange and other server platforms a plus
  o Cloud computing technologies and solutions such as Zoho, ZenDesk, Salesforce, etc.
  o Wordpress, HTML, XML, Formidable Forms, and online hosting platforms
  o Facebook, Twitter, LinkedIn, and other social media platforms
Communications skills – Clear and concise oral and written communication skills including good grammar are important; You will be communicating with the company’s senior management team on a regular basis

Preferred Skills

How to Apply
https://odslimo.net/index.php/home/join-us/