



JOB DESCRIPTION – EDP Manager

Title:	EDP Manager
Rank:	Staff member
Department:	Purser
Reports to:	Financial Controller Hotel Director (operational) Head office (technically) Staff Captain (safety)
Cabin:	Shared

Profile

- Administration and management of windows nt servers (create new users, check event log, upgrade software, microsoft exchange setup and maintenance, check daily backup, restore on demand, archive data on cd-rom)
- Administration and management of windows workstations: install/update software, support and help-desk for users, troubleshooting, routine checks, monitor software installations, report illegal software use/installations.
- Administration of the on board PMS & POS System
- Network distribution rack: patch connections as required.
- Plan network extension: office network to be extended into additional offices. Arrange cabling, work out specifications, get quotations from store manager, supervise installation of hardware, software installations and workstation setup.
- Arrange repairs of malfunctioning hardware with supplier(s).
- Arrange purchase of new equipment through established suppliers.
- Follow procedures and routines for purchasing equipment and software: request quotations, get written approval, sign delivery note, check delivery, report discrepancies, approve invoices before payment.
- Keep inventory of hardware and software up-to-date. Monitor software licenses status and ensure compliance with license agreements. Responsible that no unlicensed software is in use.
- Training: train new users in the basics of the system: windows, email, intranet, ms office, in-house applications (invoice manager, human resource database), PMS and POS etc.
- Upgrade software: check out available upgrades of software in use. Always look out for ways to increase productivity, pre-select, evaluate and propose to management for purchase.
- System maintenance log: keep and update a logbook of system maintenance routines, frequent faults, along with solutions to problems.
- Coordinate support for accounting software and electronic banking software.
- Full mastery of mission-critical applications: nt, ms exchange server, ms outlook, ms office, internet explorer , corel draw, visio, adobe acrobat, front-page, adonis, stock control software, invoice manager, human resource database, winfax

I have read and discussed the above and I fully understand the description of my job and agree to abide by this description of my duties.



CRUISE & FERRY SERVICES GROUP

System administrator