



## IT MANAGER – FULL-TIME

The Arbutus Club has been a landmark in Vancouver since 1964. Today, we are a modern recreation complex with first class food and beverage services. Our vast range of facilities and programs, coupled with unparalleled service, have earned us a reputation as one of Canada's finest premier Private Clubs.

The Club is looking for an innovative IT Manager to be a part of the Club's Management Team. The IT Manager will be responsible for maintaining reliable, secure, safe data services and protect the information assets of the Club. He/she will lead the development of annual operating and capital budgets for IT. The IT Manager will work closely with the CEO to develop and ensure that the IT direction and decisions are aligned and advance the strategic priorities of the Club.

### Duties & Responsibilities

- Contribute to defining and establishing IT strategies for the Club
- Develop and implement the annual operating and capital budgets for IT
- Ensure timely and effective two-way communication (verbal and written) between members, staff and department managers
- Effectively address staff and member concerns and issues in a timely manner
- Ensure the delivery of high-quality products and services that are consistent with member needs and evolving trends
- Manage and maintain the Club's servers, workstations, routers and systems and performing preventative maintenance
- Managing and maintaining the Club's software systems and applications including:
  - Adobe Applications
  - GameTime member booking system
  - Cheftech Restaurant order management system
  - Enteliweb – Controls monitoring and management
  - FST facial recognition system
  - Jonas Club Management / Jonas Activity Management
  - Keyscan door lock and Fob system
  - Laserfiche Document management system
  - Tournament planner (Tennis Department)
- Work with external contractors and tech support to resolve any issues with various internal Software and hardware systems. Also work with any contractors that are installing or modifying any equipment connected to the corporate network
- Making sure that all software(s) and operating systems are up to latest levels to minimize vulnerability to attack
- Managing and monitoring various system logs to identify potential issues and deal with them before they impact the users

### Requirements & Qualifications

- A minimum of 5+ years' information technology management experience
- Experience at a private club, sport/recreation facility or equivalent service based related field preferred
- Diploma/Degree in Information Technology, or equivalent experience
- A diplomatic, approachable personality able to foster relationships with members, committees, and employees
- Must have exceptional communication (both written and verbal) and able to work cooperatively with key team members, departments, and vendors

- Committed to learning by keeping current with all emerging IT technologies through relevant blogs, webcasts, online tutorials, conference and workshop attendance.
- High standards of ethics, honesty, and integrity

## Join the Club

- Competitive Full-Time Salary with comprehensive benefits package and Health Care Spending Account
- Corporate discount on gym memberships, daily meal allowance at The Bistro and free on-site staff parking
- Professional Development opportunities (courses, conferences, seminars)
- We offer a great work environment – work/life balance - with a fun and diversified team
- Be part of Canada's leading private Club!

Applicants may submit a Resume with a Cover Letter, in Word or PDF format, referring to '**IT Manager**', by **November 20, 2019** to:  
[hr@arbutusclub.com](mailto:hr@arbutusclub.com).

We thank all applicants for their interest in The Club. However, only those selected for further consideration will be contacted. No phone calls please. Visit our Website at [www.arbutusclub.com](http://www.arbutusclub.com).

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