



**Title: ScheduALL Administrator**

**Reporting To: Director of Information Technology Systems**

**Location: New York, NY or Miami, FL**

### **ScheduALL Administrator**

Beers Enterprises, LLC (*"The Switch"*) founded in 1991, is the largest privately held video solutions service provider in North America. *The Switch* is recognized as the industry leading pioneer of video solution services through our innovative fiber optic network and currently provides advanced video switching and local fiber circuit services, scalable Ethernet, and *Home Runs* remote production via its *Five Nines Service* across the United States, United Kingdom, and Canada. *The Switch* was recently awarded a U.S. system patent for customer-controlled video data content delivery, the 2013 New Bay Media Product Innovation Award for Switch-IT, and the 2012 Broadcast Engineering Excellence Award for Network Automation. The Switch has experienced explosive growth and offers a fast paced and dynamic work environment with a focus on exceeding both individual and team expectations. Our customers demand "Unparalleled Quality" and *FiveNines* reliability from our network and it is our corporate responsibility to satisfy their expectations by continuing our expansion in services and network reach, while remaining cost effective.

Learn more about us at: [www.theswitch.tv](http://www.theswitch.tv).

*The Switch* is seeking a highly qualified ScheduALL Administrator who will be responsible for, but not limited to systems administrations, user account management and user support for the ScheduALL system. ScheduALL is the core of *The Switch's* award winning automation system. The ScheduALL Administrator will report to the Director of Information Technology Systems.

#### **Principal Responsibilities:**

- ScheduALL system administration with a focus on the ScheduLINK transmission modules and database administration.
- Proficient with System Reporting, SSRS Reporting, Crystal Reporting and other reporting as required.
- Modifying security information and permissions as well as creating new accounts.
- Coordination with Engineering and Operations teams for video network modifications and discrepancy reports.
- Developing and providing training materials for new hires as well as training the staff on new and existing features in ScheduALL.
- Responsible for system troubleshooting (i.e. routing conflicts).
- Creating and maintaining SQL queries to perform specific data reporting/analytics and data cleanup initiatives.
- Restoring and upgrading the system in development environments.
- Assists in the integration of acquired company business systems and helps to train acquired company personnel.
- Providing on the job assistance and support to all internal ScheduALL users.

- Continued monitoring and evaluating performance to enhance efficiencies and effectiveness of ScheduALL.

**Required Skills:**

- Bachelor's Degree preferred.
- 3-5 years of related experience administering ScheduALL.
- Demonstrated experience in: ScheduALL core applications, ScheduLINK extension modules (Network Circuit Selection, Operations Manager, Graphical Map & Developer's Toolkit), ScheduALL Web service API, ScheduALL Auto Status Advance, ScheduALL Connector, Spectrum, Chorus (Interop Messenger & Interop Listener) and ScheduALL Notification Manager.
- Experienced with basic SQL queries and troubleshooting.
- Strong problem solving and analytical skills.
- Outstanding attention to detail and ability to work quickly and efficiently in a fast paced and challenging environment.
- Ability to effectively communicate technology issues and resolutions internally across different departments and teams.

**Schedule and Compensation:**

- Full Time, Base Salary.
- Comprehensive Benefits Package including: medical, dental, vision & life insurance, 401(k) matching program.
- Flexible time off policy.
- Ability to work nights and weekends as required.

Please send resumes via email to [hr@theswitch.tv](mailto:hr@theswitch.tv). No phone calls, please.