



Scootaround Inc. is a complete mobility service enhancement company whose offerings include electric scooter and wheelchair rentals for individuals with mobility issues. Scootaround provides this service to over 500 locations throughout North America.

U.S. census figures indicate that an estimated 50 million Americans, or nearly 17% of the population has a disability and that figure will increase as the population ages. Collectively this segment of the population spends \$796 billion a year with \$14 billion of that spent on travel. This figure has increased considerably over the last few years. More than a quarter of all disabilities affect Americans who are 65 years of age or older -- and population trends clearly show a baby boom population approaching that age.

Scootaround provides a convenient and dependable service to these travelers, whether they are vacationing in popular tourist destinations, enjoying cruise ship excursions, attending conventions, or traveling on business. Scootaround offers service 7 days a week, 24 hours a day through its toll free numbers or website (www.scootaround.com). In addition, Scootaround provides daily walkup rentals and organizes scooter tours at various tourist sites, like Washington D.C. and Las Vegas. Scootaround has been in business since August 1997 and operates through a U.S. company incorporated in Las Vegas, Nevada and a Canadian parent with its head office in Winnipeg, Manitoba. The Canadian parent provides all administration (including call center functions) and management support, while the U.S. operation provides all mobility services.

“Behind every great success is our team's commitment to service, concern for each other, and is the foundation upon which we build and develop a great company. Whether you have worked for a large corporation or a small start-up, have years of experience, or are just starting your career, we want to provide you with the tools and opportunities to enhance, expand, and support your personal and professional growth.”

Scootaround Inc. is looking for an enthusiastic and energetic:

IT and Systems Maintenance – Term Contract Position

Scootaround requires a hands on IT and Internal Systems Administrator to work with our off shore programmers in maintaining system integrity for our data base, IT and telephone systems. Requirements

The list of desirables includes:

- Knowledge of Call Center systems
- Knowledge and experience in finance (budgeting) and cost accounting
- Knowledge of computer and user accounts and access on a Windows 2000 Active Directory Domain.
- Knowledge of a NAS server for all shared and offsite backed up data
- Knowledge of routers and switches
- A working knowledge of IIS, AD, DNS, routing, SQL reporting and basic ASP.net websites
- Familiarity with Internal Instant Messenger

- Familiarity with VPN server
- Familiarity with Desktop Monitoring service
- Familiarity with a Call recording service
- Familiarity with Internal VOIP system (Mitel 3300) including phone accounts, voice mail and reporting
- Familiarity with SQL server, reporting and backup
- Familiarity with Various internal and external web based applications
- Familiarity with Sugar CRM
- Familiarity with IIS 5

On a weekly basis the internal IT Responsibilities include:

- review server logs and any email alerts
- Check hard drive space on all servers
- Make sure that any windows updates are completed
- Make sure that all backups and any scripts are running correctly
- Monitor Routing logs from our TP-link router
- Double check the phone recording, VPN server and desktop monitoring services
- our DNS can be finicky and needs to frequently be manually adjusted and updated

In house frequent requests for assistance around:

- Email, Spark (OperFire), Database, Intranet, Computer password resets.
- Various network file restores or security settings
- Resetting data in the SQLserver
- Basic server maintenance,
- user creation for all programs, software, printers and phone systems.

Email Submissions only to: hr@scootaround.com

Please provide resume, cover letter and references if applicable.

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www.scootaround.com