# htm

## **Overview Of Staff Roles**

#### Cabling Engineers / Cabler

You would be involved mainly on the installation and repair of telephone cabling in hotels throughout the U.K. and Ireland. Overseas work is sometimes available, it is project related.

Every hotel telephone or data network needs connection points, these are provided by installing and laying cables such at CAT5e, CAT6 or Fiber in ducts, voids and other locations to ensure all network and telephone points or sockets can be reached. It is complex work which includes fault finding, repairing and testing the cable runs. It does sometimes involve working unsocial hours, you would be on-call because our clients sometimes have a 24Hr emergency contract which includes cabling support. As your experience progresses, you would become more involved in project management work, analysis and test reporting.

### **Telecommunications Engineer**

A core role within HTM, usually we give preference to those who have had some exposure to Mitel equipment, old or new.

You would be expected to work alongside the HTM Lead Engineer or Project Manager to install, repair and maintain hotel telecommunications equipment. Normally day to day you would be working alone on-site fixing problems related to the Mitel or other equipment, including the latest Sip or VoIP applications. It is important therefore that you have a valid U.K. driving licence. HTM engineers are also trained on Meteor Call Accounting and Voicemail, 3Com and other hotel communications solutions, it is a long process and you are given every opportunity to specialize in your preferred technology area. This provides a degree of job enrichment, which has proven popular with HTM staff. In addition to the hotel on-site daily work, all engineers are allocated time to work as a Helpdesk engineer, first line or second level support, a deliberate HTM policy to ensure all engineering staff are exposed to a variety of problems and keep up to date solving current problems. In addition to this work, all engineers take part in the 24Hr duty call roster for emergency support, which includes weekends because of our 24/7/365 customer service contracts.

#### Sales Engineer / Sales Manager

The person employed in this role has both the understanding of their specialist area and of the requirements of the changing needs in the telecommunications, data services and of other core Hotel technology needs, for both the guest and hotel staff.

The sales team work alongside the management and marketing to identify potential new HTM clients and to assess a client's needs and resources and recommend the appropriate HTM solution. This could be something as simple as new Telematrix bedroom telephones, a support contract change for next year to something as complex as a full turn-key project sale and installation for a 300 bedroom plus new build hotel. In addition to seeking new business, the Sales Engineer or Sales Manager will be involved in RFP submissions, presentations, trade show work and all the other activities you would expect from working in this function. All sales staff are expected to complete CRM activity reports and data in addition to providing support to the operations staff to solve technical issues or to identify hotel staff training needs

For Further Information Please Contact

Hotel Telephone Maintenance Limited 33 Stratford Office Village Walker Avenue, Wolverton Mill Milton Keynes MK12 5TW T +44(0)845 4 580 690 E info@hoteltelephones.com www.hoteltelephones.com

