

INSTITUTO FEDERAL DO PARÁ  
CAMPUS ALTAMIRA

**Relatório primeira avaliação**

**Disciplina:** Sistemas de Informação Gerencial

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Altamira 16/11/2022

## 1 INTRODUÇÃO

O uso de sistemas de informação é predominante em várias áreas econômicas, como contabilidade, finanças, vendas, marketing, educação, imobiliário e recursos humanos. Integrar esses sistemas nas atividades diárias já é comum, e isso é apresentado até mesmo na aquisição de mão de obra qualificada. Esse relatório apresenta algumas vagas de emprego que mostram como sistemas de informação ajudam na execução de tarefas e como influencia a visão de negócios.

## 2 VAGAS

As vagas foram selecionadas no site [EURES](#), um site de empregos da União Européia, e destacada em negrito são os sistemas que são utilizados nessas vagas. As subseções a seguir apresentam as vagas de emprego, suas localizações e empresas contratantes.

### 2.1 Agente de Reservas

A vaga de [Agente de Reservas](#) do [Hotel Ahsford](#) deve ser ocupada na cidade de Cong, na Irlanda. A descrição completa está a seguir:

We are recruiting for a passionate and enthusiastic Reservations Agent to join our Reservation Team at our award-winning hotel. This is a full time position, working 5 days over 7 and will include weekends.

Your key responsibilities as a Reservations Agent will include handling guest enquiries relating to reservations, sales (if required) in a competent and efficient manner; to be able to describe accurately all the bedrooms, services and facilities in the hotel and be fully familiar with all room rates available as well as rates of all services/facilities that can be offered;

responding to all guests/prospective guests enquiries in a warm and friendly manner, ensuring that they are treated with courtesy and professionalism at all times, using guest names at all times; be sufficiently familiar with travel agents, company co-ordinators who might place business with us; proactively sell bedrooms at the best rate possible, ensuring that all opportunities to achieve secondary sales e.g. upgrades, dinner, activities, etc. are maximized.

What are we looking for in a Reservations Agent position should:

- Must have 1-2 years experience in a 4\*/5\* star hotel: (experience in a Reservations role is a plus)
- Be a good planner and self-starter
- Enthusiastic, revenue driven with high attention to detail
- Have a good understanding of the reservations process
- Have the ability to maintain relationships with both internal and external clients
- Be efficient and have professional communication skills
- **Proficient in MS office systems and other hotel software systems (e.g. Knowledge in Opera is a plus)**
- Fluent English - Spoken, Written and Reading

Benefits

- What benefits would you get as a Reservations Agent?
- Professional, award winning training and development opportunities
- Discounted accommodation rates with Red Carnation Hotel Collection & The Travel Corporation globally
- Annual Staff Appreciation Party and other Employee Recognition Events
- Discounted rates with many local businesses and third party service providers (including Estate Activities)
- Heavily subsidised accommodation (subject to availability)
- Free meals on duty
- Complimentary dry cleaning of business attire
- "Recommend a Friend" bonus scheme
- Two paid volunteering days each year

## 2.2 Designer Gráfico

A [DTU](#) contrata um [Designer Gráfico](#) para ser locado em Diplomvej, Dinamarca. A descrição da vaga está a seguir:

DTU Skylab is looking for a passionate and talented graphic designer who is up to date with the latest graphic design trends and has excellent graphical skills.

Responsibilities

Your main tasks will be to

- Ideate, iterate and develop awesome designs and materials for our web, programmes, projects and events
- Support our social media activities with graphic material for posts and blogs
- Design and update slide decks

- Design content for and to update our info screens
- From time to time to participate in the development and execution of video projects
- Ensure that materials are compliant with brand guidelines, and that deadlines are met

## Requirements

To succeed in the role, you:

- Have a degree in design or visual communication
- **Are fluent in InDesign, Photoshop, and Illustrator**
- Are on top of the latest graphic design trends
- Have experience with creating concepts and designs that clearly communicate the message
- Are a collaborator who loves to challenge new ideas/practices and have your ideas/techniques challenged
- Have a proactive and positive approach to your tasks.
- Have superb organizational and time management skills, including great attention to detail
- Are a great written and verbal communicator with fluent English and preferably a working knowledge of Danish.
- Are enthusiastic about tech innovation and are ready to join us on our mission to develop Technology for people.

As sustainability is an integral part of our activities and programs at DTU and DTU Skylab, we also hope you are passionate about making a positive impact in society through your position.

## 2.3 Design de Interiores

A vaga de [Design de Interiores](#) está localizada em Dublin, Irlanda, ofertada pela [FKM Engineering Limited](#). A descrição segue:

FKM Engineering Limited requires an Interior Designer to join the team based in Dublin. The annual salary is €35,000 based on the 40 hours standard working week. Relevant 3rd level qualification & experience is required.

Key responsibilities for the job of Interior Designer include

- **Proficiency in AutoCAD essential**
- Consider how the space will be used and how people will move through the space
- Sketch preliminary design plans / CAD & Sketch Up - or Similar
- Generating layouts using AutoCAD.
- Preparation of 3D drawings and renders, visuals using sketch up, Thea render and post production.
- Preparation of mood / style boards.
- Sourcing materials and samples
- Attending in house and client design team meetings.
- Preparing client presentations.
- Day to day ad hoc design office duties.
- Specify materials and furnishings, such as lighting, furniture and wall finishes.

- Create a timeline for the interior design project and estimate project costs
- Understanding of the requirements and obligations of the BC(A)Rs
- Understanding of FIRE and DAC regulations in Commercial office spaces
- Provide exceptional customer service at all times.
- Upsell, source and add - on furnishings required.
- Excellent communication, organisational and time management skills

## 2.4 Especialista em GIS

A vaga de [Especialista em GIS](#) ofertada pela [PlanEnergy](#) está localizada em Sligo, Irlanda. A descrição segue:

Due to our continued Irish and International growth PlanEnergy is recruiting a GIS Specialist to join our growing team. This is an exceptional opportunity to work in a very experienced and dynamic team delivering low carbon projects in UK and Ireland. You will be responsible for the day-to-day management of our GIS data analysis in order to meet our clients' needs and project objectives. This role is offered on a Full Time Basis in either our Dublin or Sligo offices.

Responsibilities include, but not limited to:

- Establish and maintain the project(s) GIS databases via ArcGIS Desktop and ArcGIS Online.
- Cleaning, filtering, mining, analysis and visualization of spatial data in ArcGIS Desktop and ArcGIS Online.
- Merging and translation of third-party GIS datasets into project specific datasets.
- Provision of GIS tools, analysis and mapping in line with the requirements of the broader Project Team.
- Visualisation and mapping of spatial data at the request of the Project Team.
- Working as a key member and leader of our existing GIS team.

Education:

- Holds a degree qualification in Geographic Information Systems (GIS) or an equivalent qualification that has GIS / geospatial assessment as a significant component

Essential requirements:

- Demonstrable GIS experience in large infrastructure projects, preferably Renewable Energy Project related.
- **Demonstrable experience in ArcGIS Desktop and ArcGIS Online including the creation of bespoke GIS tools for spatial analysis.**
- Demonstrable experience producing mapping and visualisations in 2D & 3D to a high standard.
- Competent in CAD and converting datasets from GIS to CAD formats.
- Full driving licence valid for driving in Ireland and a road worthy vehicle

### 3 DISCUSSÃO

As vagas apresentadas pedem proeficiência com sistemas Microsoft Office, AutoCAD, Photoshop, ArcGIS. A utilização desses sistemas no dia-a-dia facilita a execução e automatização de várias tarefas, e torna a comunicação com outros membros da equipe mais simples. Enviar arquivos .xls ou projetos do Photoshop é comum para execução de tarefas mesmo entre quem não tem muita experiência nesses sistemas. A exigência de proeficiência desses sistemas se apresenta em várias maneiras, com anos de experiência ou educação formal de nível superior.

A vantagem de utilização desses sistemas é variada, mas tem um padrão comum em todos: São líderes de mercado em suas determinadas áreas. Office para escritórios, AutoCAD para modelagem 3D de apoio, Photoshop para edição de imagens e ArcGIS para sistemas cartográficos. Usar um software líder de mercado implica em uma comunidade forte, e qualquer problema encontrado pode ser resolvido se for um caso de uso comum. Alguns problemas de privacidade devem ser observados no uso de sistemas de escritório, com uma política forte de proteção de dados e preservar direitos autorais na questão multimídia em relação ao Photoshop.

Em relação ao apoio na visão de negócios, o Designer Gráfico da Skylab DTU está em ambiente de inovação, segunda a descrição própria do laboratório: “DTU Skylab is DTU’s (Technical University of Denmark) living lab for **innovation** and **entrepreneurship**”. Utilizar sistemas eficientes com uma comunidade forte dá fomento para criações inovadoras ou dar apoio para tal.

Já a PlanEnergy presta consultoria para organizações em busca de soluções de energia sustentáveis. Pela sua visão: “PlanEnergy works with organisations to set direction, **design** and **implement** a sustainability strategy that drives business value and benefits the company and stakeholders. Our service offerings are designed to meet the immediate demands of a single project as well as to integrate sustainability into a company’s ongoing operations”. A utilização de sistemas como o ArcGIS é fundamental para implementação de sistemas baseado em localização, dito cartográficos, o que é fundamental para esse tipo de soluções sustentáveis.