

Officer, IT Consultancy	Post Date: 4 June 2019
Digital Transformation Division	Deadline: 18 June 2019
Ref: DTD123/HKCS/040619	HKCS

Job Duties:

- Support solution and services delivery in desk-side service, asset management, networking and infrastructure areas to the customers
- Involve in full engagement life cycle, as well as attending to project issues and up-keeping customer satisfaction proactively
- Responsible for installing, maintaining and providing onsite support services to end user including software, hardware, LAN and network equipment at customer site
- Setup and configure (new / existing) workstations, printers, server and network equipment
- Monitoring and handling backup / restoration operations and provide systems maintenance
- Assist in systems/applications implementation, upgrade and regular health checking
- Support system troubleshooting and performance turning

Job Requirements:

- Bachelor Degree in Computer Science or equivalent
- Good Knowledge in Server administration, network infrastructure including router/switch or firewall, Active Directory and security technology, etc.
- Familiar with Email System, such as Microsoft Outlook 2010/2013/365
- Exposure of mobile OS such as Apple iOS and Google Android
- Knowledge of mobility solution product, patch management, cloud solution and solution (including ITAM solution, Apple product) is an advantage
- Experience in system implementation and desk-side support is preferable
- Hands-on experience in supporting Windows 7/10, Window Server and Microsoft Exchange Server is preferable
- Able to learn, understand, and apply new technologies
- Team player with good interpersonal skill. Customer-oriented and able to work under pressure
- Good command of both written and spoken English and Chinese, and Putonghua
- Applicants may be considered for other positions if not matching the requirements of the subject position

Application:

HKPC will take into consideration both the quantitative and qualitative requirements of the post when selecting the suitable candidates. A competitive salary package commensurate with academic qualifications and experience will be offered. The successful candidates will be employed on a fixed-term contract basis, which is renewable subject to appointee's performance and the Council's development needs.

Applicants should send application, together with a detailed resume, current and expected salary and contact telephone number by email to rdtd12319@hkpc.org (quoting the reference number on the subject heading) **on or before 18 June 2019**.

Applications not quoting reference number will lead to late processing.

Personal data collected will be used for recruitment purpose only. Candidates not invited for interviews within 6 weeks may consider their applications unsuccessful and the applications will be disposed by HKPC within 12 months.