

Assistant Manager, IT Infrastructure

Digital Workplace Services Unit

Ref: DWS306/21, 4182/HKCS/080921

Job Description

Who we are looking for:

- Creativity in new ideas and future focus vision.
- Collaboration with colleagues and the community at large.
- Work Smart, Play Smart!

What you'll do:

- Manage Microsoft systems/projects, such as Active Directory Domain architecture, operating system, file server, website filtering systems, O365 including Email, Teams, OneDrive for Business, SharePoint, Mobile Device Management (MDM) and Azure Cloud
- Manage infrastructure systems/projects including VMware vSphere, Storage, Veeam backup system, etc.
- Monitor and solve related IT security and ManageEngine Log system
- Provide installation and maintenance services including hardware, software and patch deployment support for users in HK and Mainland offices
- Work closely with IT Helpdesk Team to provide technical support including virtual events such as Microsoft Teams, Zoom, Voov, etc.
- Perform daily health checks of systems, handle system recovery, and participate in disaster recovery drill

You'll be a good fit if you have/are:

- Bachelor or Master Degree in IT, Computer Science or related discipline with at least 2 years' relevant experience in IT system administration
- Solid experience in network infrastructure, Microsoft AD, O365, Azure, Veeam Backup system, security review, PowerShell, etc.
- Holder of qualifications related to Microsoft (MCSA/MCSE) preferred
- Possess strong problem solving and trouble-shooting skill
- Good team player with excellent communication skills
- Mature, self-motivated, multi-tasking, able to work independently and under pressure
- Good command of English and Chinese, and Putonghua

Note:

Applicant may be considered for other positions if not matching the requirements of the subject position.

What we offer and What you'll like here:

- Innovative and energetic culture with smart outfits and sport shoes
- Professional lab and latest technology to actualize your creative ideas
- 5-day work week
- Prime location with good public transport network
- MPF Top-up and dental benefit
- Medical benefits from Day-1 with extended coverage to dependent(s)
- Professional training and career advancement opportunities

Apply now if you're ready to take the challenge! Do not miss this opportunity to join us to Create Value and "MAKE SMART SMARTER"!

HKPC will take into consideration both the quantitative and qualitative requirements of the position when selecting the suitable candidates. A competitive salary package commensurate with academic qualifications and experience will be offered.

Applicants are welcome to submit application at the HKPC e-Recruitment System (careers.hkpc.org) in 1 week from the posting date. Recruitment will continue until the position is filled.

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.