



**HONG KONG
HOUSING SOCIETY**
香港房屋協會

Hong Kong Housing Society

Hong Kong Housing Society is a non-government organization aiming to serve the needs of the Hong Kong community in housing and related services. We strive to be a world-class housing solution provider and innovator with leadership in quality, value for money and management. We put **Customer, Quality, Talent** and **Prudence** as the core values that support our guiding principles.

Web Master

[Ref: WM]

The Job

- Provide Website and E-Form design, technical implementation and support of Microsoft Office 365 applications: SharePoint Online, Power Apps and Power Automate. Technical knowledge of Office 365 and related Microsoft cloud solutions.
- Coordinate with users and team members in maintaining, designing and developing Intranet and Internet websites.
- Assist internet/intranet server management and administration.
- Work according to quality and security standards, policies and procedures while maintaining the reliability and availability of related IT services.
- Conduct training to educate users targeting the best practice to use online services and manage website content.
- Provide technical and web system support.

The Person

- A degree holder in Web Design Information Technology, Computer Science or related discipline.
- Minimum 5 years of experience in Web site development, support and maintenance. Fresh graduate will also be considered.
- Good understanding and in-house project experience of Enterprise Intranet.
- Hands-on experience of development in MS SharePoint Online, Power App and Power Automate under Microsoft O365.
- Experience in HTML5, CSS, PHP, API, SQL query and JavaScript.
- Experience with Responsive Web design will be a plus.
- Familiar with Adobe Illustrator, Photoshop will be a plus.
- Strong presentation skills and proficiency in both written and spoken English and Chinese.

Attractive remuneration package will be offered to suitable candidates. To apply, please send your application with full resume and reference quoted to **Human Resources Manager** by fax: **2882 4466** or through online application: <https://careers.hkhs.com/>

Applicants not invited for interview within 8 weeks may consider their applications unsuccessful.

You are welcome to visit our website www.hkhs.com to learn more about us.

Personal data provided by job applicants will be used strictly in accordance with the Housing Society's personal data policies which is available in our website and obtainable upon request. Applicants may be considered for other suitable positions within the Housing Society and all personal data of unsuccessful candidates will be destroyed within 6 months upon completion of the relevant recruitment exercises.