Officer, Digital Workplace Support
Digital Workplace Service Unit
Ref: DTD523/22-3, 8448

Apply Now at https://careers.hkpc.org/job/Officer%2C-Digital-Workplace-Support/934729210/

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:

- Design and manage the entire hardware and software product lifecycle
- Maintain and monitor hardware/software inventory database to ensure compliance
- Handle user enquiries and service call, user accounts administration, provide on-site troubleshooting, software installation and carry out IT equipment deployment, collection and disposal
- Provide first tier technical support on servers, storage, network devices and cables etc.
- Being a team member in handling IT projects, acquire necessary skills to support daily operation of the system.

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

- Diploma or above in IT or related disciplines or equivalent, with at least 2 years' experience in IT support
- Good knowledge in Windows desktop operating system, MS Office and familiar with Mac OS X, Linux and PC environment
- Experience in hardware/software inventory management will be an added advantage
- Knowledge in Active Directory, backup and basic networking is an advantage

Note:
1. Applicant may be considered for other positions if not matching the requirements of the subject position.
2. This is a temporary position for a period of 12 months.

What we offer and What you'll like here:

- Exciting new technology development (e.g. IoT, 5G, LoRA, AI, Cyber Security etc.) to actualize your creative ideas
- Opportunities to work with our innovative and vibrant talents
- Dynamic and energetic culture with smart outfits and sport shoes

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 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 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.