

Recruitment of Contract Post

IT Assistant (Wan Chai) (5-day work)

Key Responsibilities

- To provide technical support to end users in daily IT operations via telephone, remote access or on-site;
- To maintain agency-wide IT systems, networks and infrastructures;
- To handle staff email account administration in Microsoft Outlook;
- To assist in updating Agency SharePoint and website content; and
- To assist in IT setup and support for Agency events, office relocation and new office setup.

Requirements

- Diploma or above in computer studies, information technology, or related disciplines
- 1-year IT support experience, fresh graduate is also welcome
- IT certificates holder will be definitely an advantage
- Experience in PC, network, video conference maintenance and support
- Patient, detail-minded with good communication and problem-solving skills
- Good team player and eager to learn about new technologies
- Willing to serve multi-location offices and provide support outside office hours
- Good command of both written and spoken Chinese and English

Appointment will be made on contract term with staff benefits including training subsidies, medical benefits. Qualified candidates are invited to submit application letter and full resume with present and expected salary and earliest availability to recruit@sidebyside.org.hk.



(All information provided will be kept as confidential & only be used for recruitment related purposes)

(Registered Company Name: The Society of Rehabilitation and Crime Prevention, Hong Kong
(Incorporated with limited liability by guarantee))