IT Technician

Responsibilities

- To provide daily help-desk and technical support to the school end users on computer hardware, software and any other related systems
- To prepare IT/AV equipment for school events and activities
- To control and update hardware/software inventory
- To assist video recording, photo taking and editing
- To assist any ad hoc IT-related duties and projects assigned by IT Team

Requirements

- Diploma with major in Computing / Programming / Web or related disciplines
- Minimum 1-2 years of solid experience in user support
- Knowledge of Windows XP/7/8.1/10 OS Platform
- Knowledge of Microsoft Office (Word/Excel/PowerPoint) and Anti-Virus
- Knowledge of AD/DNS/DHCP/TCP/IP
- Good team player with good problem-solving and interpersonal skills
- Good verbal and written communication skills in English and Chinese

*** Fresh graduate and applicant with less experience will also be considered

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary to: **adminoffice@spcc.edu.hk** or by post to **Director of Administration, Administration Office, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong.**

Please mark "Confidential" and specify the post you apply for on the envelope. The successful candidate will be required to undergo a Sexual Conviction Record Check (SCRC).

(All enquiries and applications will be treated in strict confidence and only used for employment related purposes.)