IT Technician / IT Officer

Responsibilities

- To provide daily help-desk and technical supports for school end users
- Troubleshooting hardware and software issues
- To prepare IT/AV equipment for school events and activities
- To assist video recording, photo taking and editing
- To prepare hardware/software inventory, training materials and IT documentation
- To take on any ad hoc IT-related duties and projects assigned by IT Team
- To maintain the School Website and eClass system, Microsoft Office 365 and G Suite for Education
- To assist School eLearning Project and Tablet Management
- Conducting daily backup operations

Basic Requirements

- Diploma or Degree with major in Computing / Programming / Web or related disciplines
- Sound knowledge of Windows OS Platform, Windows Server, AD/DNS/DHCP/TCP/IP, Group Policy, Network Policy Server, Windows Azure Active Directory Sync, PowerShell, Quota Management and Access Right, etc
- Sound knowledge of VMware vSphere environment
- Good team player with good problem-solving and interpersonal skills
- Good verbal and written communication skills in English and Chinese

Requirements as Advantages for the Post of IT Officer

- Knowledge of Networking equipment such as NG Firewall (e.g. SonicWall, UTM, Network Security, Web-filtering), Router, Switch, Cabling, iSCSI, Wi-Fi AP Controller (Guest Portal, IEEE802.1x)
- Knowledge of Backup Solutions such as Veeam or Acronis
- Knowledge of Web programming such as ASP, PHP, JavaScript, HTML, Linux System and Commands
- Experience on operating school's CampusTV and AV systems, CCTV systems, Door Access Control System, Printing Management System
- Experience on monitoring and managing eClass Platform or classroom management system
- Experience on VMware vSphere 7.0 Virtual Machine Environment Management would be an added advantage
- Knowledge of Apps Creation would be an added advantage

   ***** *Applicant with less experience will also be considered as IT Technician*

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary by email to **recruit@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.)