



聖保羅男女中學
ST. PAUL'S CO-EDUCATIONAL COLLEGE



IT Technician

Responsibilities

- To provide daily help-desk and technical supports for school end users
- To provide photo/video taking, audio visual and IT technical supports for various school events and activities
- To provide administrative support and related clerical work for IT department
- Troubleshooting hardware and software issues
- All other IT duties as assigned

Requirements

- F6 / F7 graduate / Associate Degree / Degree holder with Grade D in HKCEE English (Syllabus B) and Chinese Language / Level 3 in HKDSE English and Chinese Language
- Knowledge of Windows OS Platform and Mac OS
- Good command of both spoken and written English and Chinese
- Proficiency in MS Office applications
- Detailed-minded, pleasant, helpful, diligent and able to work independently
- Working experience in IT industry is an advantage
- Immediate available is highly preferred

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 **The Principal, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong**. Please mark "Confidential" and specify the post you apply for on the envelope. Candidates 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.)