IT Technician

Responsibilities

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

Basic Requirements

- Diploma or above in Information Technology or related disciplines
- Fresh graduates will also be considered
- Good command of spoken and written English and Chinese
- Detailed-minded, pleasant, helpful, diligent and able to work independently
- Working experience in IT industry is an advantage

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. 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.)