

## Consultant Trainee

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### Responsibilities:

- Supports Project Manager in system setup and implementation of FlexSystem's enterprise software solution
- Works closely with project team in system design, program deployment and configuration
- Assists project team in client business requirement analysis
- Prepares project documentation

### Requirements:

- High Diploma/ Bachelor's degree in Business Administration or Information Technology or related disciplines
- Proficiency in the use of MS PowerPoint, Word and Excel
- Good command of both spoken and written English and Chinese. Mandarin is an advantage
- Candidate with ERP knowledge will be an advantage
- Fresh graduated will be welcomed

## Junior Programmer

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### Responsibilities:

- Work closely with team members to develop and test application systems according to system design documentations
- Assist in product development, project implementation, system testing and debugging

### Requirements:

- High Diploma/ Bachelor's degree in Computer Science or related discipline
- Hands-on experience in RDBMS, such as SQL Server, Oracle is an advantage
- Familiar with C#.NET/ Java, XML, HTML
- Good written and verbal skills
- Fresh graduated will be welcomed

## Customer Service Officer

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### Responsibilities:

- Provide system support and maintenance
- Perform IT help desk functions including call handing, follow-up action and coordination
- Handle end user requests, provide helpdesk support

### Requirements:

- High Diploma/ Bachelor's degree in Information Technology or related discipline
- Fresh Graduate is welcomed
- Relevant experience in system support is an advantage
- On Job Training will be provided

## System Support

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### Responsibilities:

- To carry out software application support, regular operation and monitoring tasks
- Work with Group development team on problem identification and programs testing
- System Installation and Configuration

### Requirements:

- High Diploma/ Bachelor's degree in Information Technology or related discipline
- Basic Hardware, Software and Networking knowledge
- Strong team player with good problem solving, troubleshooting and communication skills
- Good command of spoken and written English and Chinese, Mandarin is an advantage
- Fresh graduated will be welcomed