

## **Job Description**

### **Programmer (X 1)**

#### **Job Responsibilities:**

- Develop and maintain web applications and enterprise systems
- Comply with the SDLC standard in the development process
- Prepare detail system documentation
- Assist in implementation, testing and user trainings

#### **Job Requirements:**

- University Degree in Computer Science/ Information Technology/ or related discipline
- Knowledge in software development cycle
- Knowledge in any programming language, e.g. JAVA/ .NET/ C++/ C# etc
- A team player with good analytical and problem solving abilities
- Good interpersonal skill, enjoy working in fast-paced workplace environment

### **Assistant Network Engineer (X2)**

#### **Job Responsibilities:**

- Assist in installation, maintenance and field support services on inter-networking system for customer
- Participate in network troubleshooting, implementation and co-ordination Provide user support on PC and system functions
- Support on-site installation on PC, & the peripherals, and support services on PC/ LAN

#### **Job Requirements:**

- Degree holders in Computer Science/ Information Technology
- Knowledge in supporting the network/ PC/ LAN systems and applications
- Enthusiastic in new technologies and willing to learn
- Good command of spoken and written in English and Chinese

### **Technical Support (X 1)**

#### **Job Responsibilities:**

- Provide PC and end-user support and trouble shooting
- Perform daily routine system operation and server backup/recovery
- Handle technical issues and inquiries related to hardware, software and network
- Oversee the daily performance of computer systems.
- Generate accurate incident records for the evaluation of problem management process

#### **Job Requirements:**

- Degree holders in Computer Science/ Information Technology
- Knowledge in supporting the PC/ LAN systems and applications
- Familiar with PC desktop hardware platform on HP/IBM/Dell PC & peripherals (printer, scanner, etc)
- Enthusiastic in new technologies and willing to learn
- Good command of spoken and written in English and Chinese

### **Service Desk Coordinator (X 2)**

#### **Job Responsibilities:**

- Handle enquiries about technical problems and project development via email and telephone
- Response to incoming calls with professional manner and good follow-up skills
- Input & record enquiries and incidents
- Prepare various service reports for senior management and performance improvement
- Update IT inventory record

#### **Job Requirements:**

- Degree holders in any discipline
- Experience in Customer Service is an advantage
- Good inter-personal and communication skills, self-motivated
- Good Command in verbally & written in English and Mandarin
- Basic understanding of desktop networking and server technologies

### **Sales Executive (X1)**

#### **Job Responsibilities:**

- Provide daily sales support to sales team
- Assist in preparing pricing quotations, presentation materials, proposals, etc
- Coordinate internal sales workflow and work closely with Account/ Sales Managers to achieve business goals
- Handle customer enquiries and maintain good relationship with clients
- Perform administrative and other ad hoc duties as assigned

#### **Job Requirements:**

- Degree holders in BBA/ Marketing/ Information Technology/ Communication
- Some experience in sales/ account management
- Good interpersonal and negotiation skills, self-motivated, outgoing and organized
- Good communication skills with verbal and written English and Chinese

### **IT Recruitment Consultant Trainee (X 1)**

#### **Job Responsibilities:**

- CV screening and interview coordination
- Conduct interviews and suggest potential candidates to clients
- Assist in managing sales and recruitment enquiries from new and current corporate clients
- Assist in serving and developing close relationship with key account clients
- Support daily administrative duties

#### **Job Requirements:**

- Degree holders in any discipline
- Fresh graduates with proven internship experience are welcome
- Able to work well in a fast paced environment and work well under pressure
- Excellent interpersonal and communication skills
- Self-motivated, Outgoing, energetic and patient
- Good Command in verbally & written in English and Mandarin