



IT Technician / IT Officer

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
- To assist troubleshooting in hardware, software, networking issues and incidents
- To provide administrative support and related clerical work for IT department
- To provide daily operation for servers, storages and network infrastructure
- Conducting daily backup operations
- To liaise with IT vendors
- All other IT duties as assigned

Basic Requirements

- Diploma or above with major in Computing / Information Technology or related disciplines
- Sound knowledge of Windows OS Platform, Windows Server, Microsoft Active Directory, Microsoft O365 and Linux servers
- Sound knowledge of networking equipment such as Firewall, Email Gateway, Router, Switch, Cabling and Wi-Fi AP Controller
- Good problem-solving and interpersonal skills
- 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

Requirements as Advantages for the Post of IT Officer

- To ensure an efficient, stable and secure network service
- To provide administration, troubleshooting, security, backup, implementation and maintenance of the server farm and network infrastructure
- Sound knowledge of VMWare ESXi, vCenter and vSphere environment
- Sound Knowledge of backup solutions such as Veeam and Acronis
- Experience on operating school's eClass, CampusTV and AV systems, CCTV systems, Door Access Control System, Printing Management System 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 **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.)