



# 保良局 PO LEUNG KUK

**Po Leung Kuk** is a well-established charitable organization in Hong Kong and has been serving the local community for 140 years. The Kuk provides diversified social services including education, welfare and recreation to the general public.

We invite high caliber personnel to fill the following position:

## **IT Teaching Assistant**

### Responsibilities:

- Provide technical support to the kindergartens, including KG systems and IT device related issue;
- Responsible for producing e-learning materials and updating website contents of 24 affiliated kindergartens;
- Assist multimedia support duties, e.g. outdoor filming, video editing, voice recording and graphical design;
- Other ad hoc projects as required and assigned

### Requirements:

- Holder of Diploma or above in Information Technology and/or Multimedia related discipline from a recognized higher education institute or equivalent;
- Proficient in Adobe Production Premium(Photoshop, Illustrator, Premiere Pro, After Effect) & Final Cut Pro;
- Good in Chinese and English word-processing;
- Experience in graphic, multimedia design and video production is an advantage (Fresh graduates may also be considered);
- Proficient in Information Technology is an advantage;
- Ability to work independently or with the team under pressure and manage multi-tasks simultaneously

Appointment will be on contract terms. Please send your full resume with current and expected salary to the **Human Resources Department, Po Leung Kuk, 66 Leighton Road, Hong Kong** or [eadinfo@poleungkuk.org.hk](mailto:eadinfo@poleungkuk.org.hk). Please quote the reference on the envelope. For more information about Po Leung Kuk, please visit <http://www.poleungkuk.org.hk>

Po Leung Kuk is an equal opportunity employer and welcomes application from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. Applicants who are not contacted within 6 weeks may consider their application unsuccessful and all unsuccessful applications will be destroyed upon completion of the recruitment exercise.