



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 Technical Assistant (Ref: EAD-ITTA)

Responsibilities

- Provide remote and onsite technical support to the 24 affiliated kindergartens, including KG systems and IT device related issue;
- Responsible for producing e-learning materials and updating website contents of the kindergartens;
- Assist the kindergartens in IT purchasing, maintenance and licensing management;
- 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;
- Experience in network administration/ helpdesk support is an advantage (Fresh graduates are considered);
- Professional computer certificate (e.g. MCP /MCSE / CCNA) holder is an advantage;
- Good in Chinese and English word-processing;
- 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. 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.