



Position: IT Officer

Location: Hong Kong

Job Responsibilities:

- Perform helpdesk support and troubleshooting business applications to support daily operations.
- Assist user in using M365 and internal & cloud applications for work automation and productivity improvements.
- Responsible for PC and mobile device installation, configuration and administration.
- Administer IT asset inventories and new device rollout.
- Conduct operational matters and ad hoc project work assigned by the supervisor.
- Prepare documentations and conduct user trainings on IT facilities and business applications.
- Liaise with vendors to resolve technical issues and purchases.

Job Requirements:

- Bachelor / Higher Diploma in Information Technology, Computer Science, or related discipline.
- 3 to 5 years' working experience in handling application system as well as computer hardware, software, and monitoring.
- Solid experience in PC hardware / software / setup and troubleshooting.
- Good knowledge in Windows OS and M365.
- Good communication, interpersonal and presentation skills.
- Responsible, self-motivated, proactive, result oriented and good team player.

We offer competitive remuneration package and excellent career prospects to the right candidate. To apply, please send your full resume with current and expected salary by E-mail:

recruit@solomon-systech.com

All applications will be treated in strict confidence and for recruitment purpose only.