



IT Support Officer

KEY RESPONSIBILITIES

1. Responsible for all in-house technical support and reporting
2. Perform help desk support queries and computer operation duties for end users
3. Handle computer operation duties such as trouble-shooting, PC operation, etc.
4. Assist IT Manager to plan, develop, implement and maintain all necessary actions to maintain all soft and hardware systems in optimal condition
5. Participate in IT procurement and implementation
6. Assist in cybersecurity operations and related projects
7. Perform other duties assigned by IT Manager

KEY SKILLS

1. Higher diploma in Computer Science / Computer Engineering / Information Technology / Information System or relevant disciplines
2. At least 2 years relevant experience in IT support, system installation and maintenance
3. Some experiences in supporting Windows 2008 or above, including but not limited to Active Directory, DNS, Windows powershell scripting and Group Policy
4. Knowledge on IT network and equipment (switch, router, firewall, servers, VMware, SAN, etc.) is preferable
5. Good analytical, problem solving, interpersonal and communication skills
6. Ability to communicate in English and Cantonese

Interested candidates, please send your full CV together with the following to hr@stifg.com:

- a. Expected Salary
- b. Current Salary
- c. Reason for leaving current and past employments