

LOCATION	Hong Kong
JOB TITLE	IT Engineer
JOB PURPOSE	In-house IT support
REPORTING TO	IT Manager
DIRECT REPORTS	Nil
OTHER KEY RELATIONSHIPS	
PACKAGE	Competitive
KEY RESULT AREA	
<ul style="list-style-type: none"> ▪ Responsible for maintenance and support school application, system administration, configuration and operational management and system health check. ▪ Support and assist with various PC, Mac, laptop, server and network based projects including OS/software upgrades, patch administration, Microsoft platform for PC/Server virtualization and IP VPN site to site campus network. ▪ Perform monitoring and management of servers. ▪ Perform scheduled tasks including systems capacity, performance checks and verification of backup jobs. ▪ Carry out ad-hoc task to support the school operation when necessary. ▪ Support various group wide hardware and software projects while providing strategic ideas involving the development and delivery of technology solutions. ▪ Provide IT support and troubleshooting for end-users. ▪ Other duties including but not limited to plan and track of IT software, hardware assets and warranty, perform auditing on IT security and policies and be responsible for solving end user problems through calls and emails. 	

PERSON SPECIFICATIONS	
Qualifications/Training	
▪ Higher Diploma or Degree holder in Information Technology or equivalent	Essential
▪ Microsoft MCSE/MCIPT	Essential
▪ Cisco CCNA	Essential
Experience / Knowledge	
▪ Minimum 3 years IT experience in a MNC	Essential
▪ Basic Knowledge in TCP/IP Cisco networking, VPN, Firewall & VOIP	Essential
▪ Strong experience of Microsoft and Mac desktop platform	Essential
▪ Experience in troubleshooting for server and system administration	Essential
▪ Familiar with Microsoft platform such as Windows server 2003/2008/2012, MS SQL 2005/2008, Domain Controller, Active Directory, DNS, DHCP, Exchange, Office 2010/2013, PC/Server virtualization and SAN	Essential
▪ Deployment and maintenance of hardware and software	Essential
Skills	
▪ Strong communication skills	Essential
▪ Good command of both written and spoken English and Chinese	Essential
Personal Attributes	
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential

▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Hong Kong