

HONG KONG SHUE YAN UNIVERSITY

Position: Administrative Assistant (IT) / Assistant Officer (IT & Administration)

Responsibilities:

- Provide administrative and clerical support to Computing Services Centre;
- Website revamp and content update;
- Coordinate with other departments to implement IT projects;
- Conduct User Acceptance Testing (UAT), prepare user manuals and guides;
- Assist in drafting and developing IT strategic development plan, IT policies, procedures, regulations, and guidelines;
- Perform other tasks as assigned.

Requirements:

- Bachelor's degree with at least 1-year work experience;
- Good command of both written and spoken English and Chinese;
- With relevant experience will be an advantage;
- With strong sense of responsibility;
- Good organizational skills, communication skills, interpersonal skills and analytical abilities;
- Good computer skills.

Salary will be commensurate with qualification and experience. Candidate with more experience will be considered as Assistant Officer (IT & Administration) or Officer (IT & Administration).

Please send your CV (information of current and expected salaries should be included) to the Hong Kong Shue Yan University Computing Services Centre at csc@hksyu.edu on or before 31th May 2022.

Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purpose. All applications will be destroyed after the recruitment exercise.

Personal data collected will be used for recruitment purpose only.