



Hong Kong Center

Founded in 1956 by John D. Rockefeller 3<sup>rd</sup> in New York, The Asia Society is a leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, the Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

Asia Society Hong Kong Center is an affiliate of The Asia Society and is now looking for a high calibre candidate to fill the following position:

#### IT OFFICER / ASSISTANT IT OFFICER

##### **Responsibilities:**

- Report to IT Manager;
- Provide timely solutions/fixes for system and server problems;
- Provide technical solutions and support to users on all IT related issues;
- Maintain the Center's hardware, IT related services, various integral systems and network infrastructure;
- Provide IT support before and during events or programs;
- Manage the tracking and inventory update of all IT equipment; and
- Other ad-hoc assignments as required.

##### **Requirements:**

- Degree/Diploma holder in IT, Computer Science or related disciplines;
- Minimum 2 years' relevant experience, experience in service industry is an advantage; fresh graduate with less experience may be considered as Assistant IT Officer;
- Knowledge on TCP/IP networking, Firewall, VPN, VOIP, Radius, Active Directory and Email Server;
- Experience with Linux server and Windows server;
- Experience with LAMP administration;
- Experience in working with VMware ESXi and VMware Horizon;
- Experience in working with Salesforce CRM preferred;
- A self-starter who is committed, forward thinking, pro-active, has strong ability to solve problems and work with users at all levels within the organization;
- A good team player with an ability to multi-task and work independently under pressure with minimal supervision in a fast paced, changing environment; and
- Excellent communication skills, including good command of spoken and written English and Chinese.

Attractive remuneration package commensurate with qualifications and experience will be offered to the right candidate. Interested parties please apply with full resume stating date of availability and expected salary to [hrhk@asiasociety.org](mailto:hrhk@asiasociety.org).

All personal data collected will be used for recruitment purpose only. Applicants not hearing from us within 2 months may consider their applications unsuccessful and all personal data supplied will be destroyed within 6 months.