

## IT Administrator

### Eventist Hong Kong Limited

Eventist Hong Kong Limited is a full-service event management company with mission of providing top-of-the-line, integrated event marketing services to customers. With growing business opportunities across China, we are currently looking for an ambitious candidate to become part of a dynamic team of professionals. *This opportunity will offer the right person exceptional opportunities and a rewarding career path.*

#### **RESPONSIBILITIES:**

- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.
- Support LANs, WANs, network segments, Internet, and intranet systems.
- Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media.
- Repair and recover from hardware or software failures.
- Create, change, and delete user accounts per request.
- Troubleshoot problems reported by users.

#### **REQUIREMENTS:**

- Diploma/Degree holder in Computer Science or related disciplines, fresh graduates is welcomed.
- Extensive knowledge of Windows operating systems, domains, and networks.
- Familiar with Microsoft Office and Office 365.
- Attention to detail along with a commitment to quality and confidentiality.

To apply, please send detailed resume with **expected salary and date available** to Human Resources Department by e-mail: [hr@eventist.com](mailto:hr@eventist.com)

**Employment Type** Full Time, Permanent

**Others**

**Benefits**  **Medical insurance**  
 **Performance bonus**