



IT Administrator

Employer	O MEDIA Limited (incorporated in Macau)
Salary	Ranges depending on experience and qualifications
Languages required	<ul style="list-style-type: none"> • One of Cantonese and English must be native and the other must be advanced to fluent • Proficiency in Mandarin is desirable but not essential
Experience required	A minimum of 3 years' experience in related field
Qualifications required	A university degree in Information & Technology
Essential skills and attributes <ul style="list-style-type: none"> • Good understanding of software, hardware and network troubleshooting practice • English and Chinese fluency for technical work and team collaboration • Install, setup and maintain IT assets • Assist company staff with IT issues • Ability to work under pressure and deadline • Capability to communicate and make arrangements with vendors • Open to learning new skill and application • Degree in Computer Science, Information Technology or related disciplines 	
Desirable skills and attributes <ul style="list-style-type: none"> • Experience in Microsoft Word, Excel, Wordpress and MailChimp • Minimum 3 years of working experience in technical support, network administration or system operation • Remote support experience • Familiar with both Windows and MacOS environment • Experience in working in a team-oriented, collaborative environment 	
Duties <ul style="list-style-type: none"> • Technical maintenance, monitoring assessment • Reporting: MailChimp (or other software), EDM and contact database • Execution (as appropriate) of all IT assets including but not limited to websites, content management systems, social media accounts, contact and EDM databases, email accounts, IT asset register, IT security and backup • Liaising with external vendors, suppliers and contactors in relation to IT matters • Liaising with clients as required in relation to IT matters • Testing, evaluating and reporting on new technological solutions • Identification and drawing senior management's attention to an IT-related matters that are not being adequately addressed • Any other duties as directed from time to time 	
<p>We offer an attractive remuneration and career prospects to the right candidate. Please send full resume, recent photo and expected salary to hr@omediamacau.com All applications will be handled with strict confidence.</p>	