



THE EMPEROR HOTEL

英皇駿景酒店

IT Officer

Job Description:

1. Ensure daily operation smoothly and effectively
2. Responsible for all I.T. processing including functions such as office automation information resources and telecommunications
3. Propose recommendations on I.T. planning and operations
4. Establishing and operating data centre and ensuring that standards are maintained
5. Accountable for the protections of I.T. data and the scheduling of each application data back up
6. Assisting to schedule and provide training to all level of users
7. Suggesting in P&P of each application and ensure all P&Ps are complied with
8. Normal within office hours but also 24 hours on call in case of any unexpected malfunctions

Requirement:

1. Over 3 years' experience, POS and PMS system control, maintenance and security experience, hotel experience advantage
2. I.T. hardware & software knowledge, good in networking and troubleshooting
3. Proactive, independent and well organized with strong business acumen
4. Good communication, interpersonal, problem solving and project management skills
5. Proficiency in MS Office including Excel, Word, PowerPoint

We offer an attractive remuneration package and career opportunities to the successful candidate. Interested parties, please send your full resume to Human Resources Department, 46-48 Morrison Hill Road, Causeway Bay or e-mail to hr-hk@emperorhg.com

* Information provided will be for the purpose of recruitment only *

