

## **IT Specialist**

### **Job Description:**

- Provide IT support for Melchers China and Patek Philippe China in area of workplace hardware/ software (hardware, software, application, printer, etc.);
- Work with external service providers for different client PC affairs;
- Support IT projects;
- Work with system administrator to ensure IT Infrastructure (server room, server, network, UPS, etc.) is running properly.

### **Qualifications:**

- Bachelor degree or above in computer, information system or equivalent;
- Minimum 5 years work experiences in area of IT service;
- Familiar with Windows, Office365, etc.;
- Fluent in English reading and writing, excellent communication and collaboration skills, quick learning, flexible handling of multiple tasks.