



IT Administrator (6-12 months' contract) (Ref: MCW/220526/IT_A)

CHANGE YOUR FUTURE AND THE FUTURE FOR CHILDREN IN HONG KONG. JOIN OUR TEAM.

Our staff are creative, collaborative, and willing to do whatever it takes to get the job done. They embody our core values and believe in our vision and mission. If you enjoy a work environment that is challenging, rewarding and making an impact, we invite you to consider a career with Mother's Choice.

Key Responsibilities

1. Assist with day-to-day IT administrative tasks
 - Respond to department requests for provisioning (systems, applications).
 - Manage and enhance our IT inventory databases.
 - Coordinate our IT vendor's support.
 - Coordinate and manage invoices and quotations related to IT hardware and services.
 - Support the IT Assistant Director in collating IT management reports (outage reports, change requests, support requests).
 - Implement process improvements aimed at enhancing the efficiency of the IT team.
2. Salesforce System Administration (training will be provided)
 - Supported by the IT Assistant Director and external vendors, assist with minor Salesforce configurations, administration, reporting and data management – NB prior experience not needed - training and support will be provided on the Salesforce platform.
3. Project implementation and administration
 - Assist the IT Assistant Director with the execution of IT projects.
 - Coordinate Project Meetings and updates / documentation.

Requirements

- University degree or above.
- Self-starter and creative thinker (solution oriented).
- Advance knowledge in MS Office particularly in Microsoft Excel.
- 2 – 3 years' experience working with IT or in an IT department desirable.
- Willingness to learn (Salesforce training will be provided) and expand skillset.
- Strong analytical skills, experienced in reporting / administration.
- Excellent written and verbal communication skills in English and preferably Chinese.
- Proven organizational skills and ability to manage multiple tasks with a high degree of accuracy.
- Self-directed and able to follow through on tasks and responsibilities independently.
- Passionate about Mother's Choice mission and committed to the strategic vision and future plans of the organization.
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount.

To Apply

Interested candidates should send a cover letter, full resume quoting the job reference number (Ref: MCW/220526/IT_A) and expected salary to Assistant Director, Human Resources, Mother's Choice Limited, 10 Borrett Road, Mid-Levels, Hong Kong; email hr@motherschoice.org; fax 2525 7445

Personal data collected will be used for recruitment purposes only. Applicants who do not hear from us within two months may consider their application unsuccessful. Mother's Choice is committed to diversity and inclusion and is an equal opportunity employer.

About Mother's Choice

Mother's Choice is a local charity serving the many children without families and pregnant teenagers in Hong Kong. We join hands with our community to give hope and change the life stories of vulnerable girls and babies. Our vision is to see every child in a loving family.