IT Support Engineer

Job Duties:
- Assist IT Manager in performing hardware and software procurement, installations, configuration and IT house-keeping.
- Responsible for daily IT supporting and training jobs by providing the IT helpdesk and technical support in hardware and software to all users in the Club.
- Responsible for IT & AV equipment setup for Club events & private events.
- Maintain and implement web applications and associated infrastructure & information distribution channels to members.
- Monitor and maintain performance on system, server, network or other IT Communication related projects or tasks as assigned.
- Install hardware, system and application software according to end user requirements and perform troubleshooting as required.
- Prepare technical documentations or reports.

Requirements:
- Certificate or above in Computer Science or IT related field.
- Technology help desk and /or Call Center support experience will be an advantage.
- Good knowledge of troubleshooting in IT area.
- Hands on experience in Windows environments & understanding of Active Directory would be an asset.
- Demonstrated consultation and strong communication ability.
- Strong office & project organizational skills, attention to detail, time management and communication skills.
- Experience with networked infrastructure technologies such as printers, switches, routers and wireless access points are required.
- Hospitality experience would be added value.