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## **RMHC HONG KONG IT System Administrator**

RMHC Hong Kong is a fast-growing organization looking for passionate talents to join. RMHC Hong Kong aims to create, find and support programs that directly impact the health and well-being of seriously sick children and their families that we have served for over 27 years while RMHC global has been serving worldwide for 50 years. We provide a 'home away from home' accommodation and 'family-centered care' services to ensure families stay close together while their child is undergoing hospital treatment.

To fulfil the rising demand for the unique services we provide, we are expanding from a 23-room Ronald McDonald House in Shatin, to a new and additional 66-room Ronald McDonald House in Kwun Tong. Having been the first chapter of the RMHC global network established in Asia in 1996, we are as committed as ever to providing shelter to those families confronted with the most difficult physical and psychological challenges with a child in serious sickness.

For more details, please visit [www.rmhc.org.hk](http://www.rmhc.org.hk)

**Report to the IT Project Manager, the IT System Administrator will primarily focus on the infrastructure and IT operations administration together with network security. This exciting job provides an opportunity for one with passion to get involved in a very meaningful workplace, as well as to extend one's full potential for career exposure and growth.**



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Key Responsibilities:

- Network administration on existing Infrastructure
- Security management of internal & external networks
- Design and supervise data & system backup & recovery operation
- Perform IT operations support including IT facility administration, procurement, installation and configuration of client and network devices
- Provide inhouse end-user support for software applications and computer hardware
- Liaise with contractors / vendors on technical matters
- Maintain inventory records of hardware and software
- Provide user training material on hardware and software system

Requirements:

- Higher Diploma or above in Information Technology / Computer Science or related disciplines
- Minimum 5 year relevant experience in sizeable organizations
- Experience in supporting and administrating Window Server, Azure AD, AD, Office 365, Exchange 365
- Experience in supporting LAN, WAN, TCP/IP network and networking switch
- Fortinet / CheckPoint / Sophos Firewall support and administration
- Experience in Virus-scan and Virus Wall Product, Veeam Backup
- Experience in virtualization tools, such as VMware, Hyper-V, VirtualBox
- Hands on experience in IT system, hardware, software management and user support
- CCNA, MCSA, Microsoft 365 Certified holder is a plus
- Fluent in English and Cantonese; written Chinese and English
- Good interpersonal, communication & problem solving skills
- Immediately available preferred

Interested parties please send your CV with present and expected salary to us at [admin@rmhc.org.hk](mailto:admin@rmhc.org.hk)