

## **Vacancies Number: 3**

### **1. Systems Engineer Trainee**

#### **Graduate Trainee Programme Overview:**

Infocan's graduate trainee positions aims to help fresh graduates fluidly transition from a higher education environment into the business environment, while providing the opportunity to develop professional skills and expertise indispensable in the fast-moving IT industry. This is an 18-month programme that allows individuals to work with industry professionals to attain hands-on work experience and exposure to projects and tasks with client organisations of different sizes and with different needs. Individuals who successfully complete the graduate trainee programme and demonstrate excellent performance may be offered a permanent contract.

#### **Responsibilities:**

- Assist technical projects to setup, administrate and support servers and other relevant communication systems
- Deliver technical support for internal and client projects
- Provide end-user support and troubleshooting on server and software application matters
- Involvement in project tasks throughout the project cycle, from implementation through to close out, and the development of documentation for the specified projects
- Assist in other ad-hoc assignments and duties as assigned

#### **Requirements:**

- Degree holder in any discipline
- Willingness to learn
- Positive attitude with good interpersonal, communication, and customer service skills
- Have a sense of responsibility and punctuality, and have a proactive attitude
- A good command of spoken and written English and Chinese

For more information regarding the position, please contact the Human Resources and People Development Department at +852 2881 6785 or by email at [application@infocan.net](mailto:application@infocan.net).

Interested candidates should send their application with resume, latest and expected salary to [application@infocan.net](mailto:application@infocan.net). Applications will be treated in confidence and only be used for recruitment purposes.

## **Vacancies Number: 2**

### **2. Business Development Trainee**

#### **Graduate Trainee Programme Overview:**

Infocan's graduate trainee positions aims to help fresh graduates fluidly transition from a higher education environment into the business environment, while providing the opportunity to develop professional skills and expertise indispensable in the fast-moving IT industry. This is an programme that allows individuals to work with industry professionals to attain hands-on work experience and exposure to projects and tasks with client organisations of different sizes and with different needs. Individuals who successfully complete the graduate trainee programme and demonstrate excellent performance may be offered a permanent contract.

#### **Responsibilities:**

- Develop and maintain good relationships with both new and existing clients
- Follow up on business leads and prepare relevant paperwork for each lead
- Implement sales activities and presentations based on clients' needs and requests
- Work closely with relevant parties on the development of marketing material and content
- Assist in organising and participating in marketing events with and for business partners
- Attend IT-related meetings, events and seminars regularly
- Conduct relevant market research as assigned
- Design, present and execute marketing strategies for products and services
- Assist in other ad-hoc assignments and duties as assigned

#### **Requirements:**

- Degree holder in any discipline
- Willingness to learn and receive new information on the latest technology and applications in the market
- Energetic and proactive attitude with the ability to multitask
- Positive attitude with good interpersonal, communication, and customer service skills
- Have a sense of responsibility and punctuality
- A good command of spoken and written English and Chinese

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**Vacancies Number: 2****3. Skills Transfer Trainee****Graduate Trainee Programme Overview:**

Infocan's graduate trainee positions aims to help fresh graduates fluidly transition from a higher education environment into the business environment, while providing the opportunity to develop professional skills and expertise indispensable in the fast-moving IT industry. This is an 18-month programme that allows individuals to work with industry professionals to attain hands-on work experience and exposure to projects and tasks with client organisations of different sizes and with different needs. Individuals who successfully complete the graduate trainee programme and demonstrate excellent performance may be offered a permanent contract.

**Responsibilities:**

- Receive various training and perform IT services to build the professional base in the IT industry
- Attend IT-related meetings, events and seminars to absorb the up-to-date information
- Shadow the consultant and sales to meet with clients in order to understand client's need
- Assist in planning, organizing and coordinating the training projects
- Design and develop learning materials for training programmes
- Deliver and transfer relevant IT skills to corporate clients

**Requirements:**

- Degree holder in any discipline
- Passionate in training and people development
- Reliable and a self-initiated fast-learner willing to explore various kinds of technologies
- Good presentation, interpersonal and communication skills
- Knowledge in Microsoft Office, Multimedia or other commonly used applications and products is an advantage
- Proficiency in English and Chinese (oral and written), proficiency in Mandarin would be definitely an advantage

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