

**IT Solutions Ltd.** is looking for high calibre candidates for the following position:

## **IT Project Management Assistant (Fresh Grad Welcome)**

We are searching for a number of high-calibre IT Project Management Assistants to assist in IT projects administration and coordination for banks.

### **Responsibilities:**

- Assist the Project Manager in IT project administration tasks
- Prepare management reports
- Monitor the schedule and resources of the project
- Liaise with internal and external parties
- Assist in system testing

### **Requirements:**

- Degree in Computer Science or related disciplines
- Working experience in IT project coordination is preferable but not mandatory
- Good knowledge of MS Office applications
- Good communications skills in English and Chinese
- Fresh Graduates are also welcome to apply

### **Benefits:**

- Attractive remunerations will be offered to the successful candidates.
- Excellent opportunity to further develop your professional skills.

If you are interested, please send your resume in MS Word format, specifying your availability, current and expected salaries to:

jobs@itsolutions.com.hk

Personal data collected will be used for recruitment purposes only.

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