Sundance InterTech Limited

Operations Officer

Highlights:

. Free trainings and guest sharing on cyber security and tech applications on several industries

. Experience at least 1 successful project during internship

Responsibilities:

  - Assist to manage clients' accounts in terms of technical settings and semi-automations [2021 summer batch - a VR company, a TOY company, an IP design company, a 88 registered charity etc.]

  - Write chatbots or websites under guidances

  - Fill in NEW digitalised forms for governmental bodies

  - Partially experience dispute handling procedures among tech companies in tribunals or courts.

  - Other reasonable STEM duties assigned.

Other requirements:

- Degree undergraduate in STEM or equivalent is a plus

- Good command of written English OR Chinese