**Ricoh Hong Kong Limited**

**Company Background:**

Ricoh Hong Kong Limited (RHK) is a leading information and communications technology (ICT) provider specializing in document consultancy and IT services. The company is a subsidiary of Ricoh Company Ltd headquartered in Japan. 

Established over 50 years, RHK provides professional consultancy, IT and document solutions to customers through a wide range of products including multifunction document systems, laser printers, projectors and unified communication systems. We are the No. 1 market leader in digital multifunction systems for 20 years in HK.  
  
RHK is committed to create customer value by offering top quality professional services. This includes Managed Document Services, Production Printing, Document Process Outsourcing as well as Managed IT Services. Our aim is to help companies optimize resources, streamline business workflow and to improve office efficiency.

**Target students:**

University student in BSc (Hons) in Computer Science, Business Computing and Data Analytics, Information Systems and Business Intelligence or related disciplines

**Job Description:**

**Position name:** HRIS Project Assistant (Vacancies: 2)

**Job Responsibilities:**

* Assist in design & implementation of interactive dashboard by using business intelligence tools
* Responsible for data mapping & migration to new HR System (SAP Success Factor)
* Participate in user acceptance test and update reengineered workflow
* Perform other ad hoc duties as assigned

**Job Requirements:**

* University student in BSc (Hons) in Computer Science, Business Computing and Data Analytics, Information Systems and Business Intelligence or related disciplines
* Proficiency in Microsoft Office, extensive Excel (Lookup and Pivot Table), Office 365, SharePoint and PowerBI will be an advantage
* Strong analytical and problem-solving skills
* Detail-oriented, self-motivated
* Good command of spoken and written English and Chinese

**Duration: within June – August 2021**

**Application Method:**

Interested parties please forward your full resume (in Microsoft Word or PDF format) with current and expect salary to the Human Resources & Facilities Services, Ricoh Hong Kong Limited, by email to [Human.resources@ricoh.com.hk](mailto:Human.resources@ricoh.com.hk)