

## **AAM International**

AMM: Station in Malaysia

AMA: Station in Mainland China (Xuzhou)

**Please send your CV to Ms. Agnes Pau ([agnes.pau@aam-intl.com](mailto:agnes.pau@aam-intl.com))**

## **University Internship / Temporary IT officer (All sites)**

Responsibilities:

- Supporting on system design, application development , report layout design for business process integration and reengineering
- Assist on development of system user interface
- Assist on Implementation and promotion of application systems
- Assist on the documentation on IT processes flow
- Assist on User Acceptance Tests for various systems

Requirements:

- Computer Science / Information Technology / Information Systems or relevant disciplines
- Hard working and willing to learn

## **Graduate Jobs**

### **IT Officer (大灣區人才)**

Responsibilities:

- Maintaining IT system integrity
- Recognize problems within systems by identifying uncharacteristic activity
- Implement IT security policies
- Collaborate with cross-functional teams, IT development teams and management teams/key users within the business
- Support business needs by using internal/external IT resources
- Support ICT systems, SAP, M365, HRIS and Peripheral systems
- Providing technical support across the company
- Project coordination

Requirements:

- Degree in Computer Science / Information Technology / Information System or relevant disciplines

- Strong ability to interact with business users
- Good interpersonal and communication skills
- Frequent business travels to Asian countries

## **Application Architect (AMM & AMA)**

### Responsibilities:

- System design, application development for business process integration and reengineering
- Design, develop system architecture and user interface
- Implement and promote application system
- Document and update the project activities, status and commitment schedule
- Provide feasibility check and communicate with business user
- Liaise with different business units or external consultants/vendors to improve the business architecture and meet the corporate business goals

### Requirements:

- Degree in Computer Science / Information Technology / Information Systems or relevant disciplines
- Candidates with 2 years above working experience in Industrial Environment / High Technology Business / Software Industry preferred
- Project Management experience is an advantage
- Experience on application design and development
- Familiar with Microsoft Tools / SAP Knowledge / C# Programming / Database Management
- Able to work independently

## **System Engineer (HK&AMM&AMA)**

### Responsibilities:

- Provide IT support to internal users, laptop software and hardware installation
- Schedule installations and projects with users in a timely manner.
- Implement new PC deployment, user set-ups, and printer/phone installations.
- Manage IT asset and hardware inventory / IT Software license and information
- Maintain security facilities, including CCTV , Door Alarm and Access Control system
- Perform ad hoc projects as assigned by supervisor

### Requirements:

- Higher Diploma or above preferred.
- Relevant support experience would be an advantage.
- Attention to detail with a can-do attitude and strong sense of responsibility.
- Experience in helpdesk support role
- Knowledge on Microsoft 365 and Azure
- Experience in PC LAN support and PC problem diagnosis

## **Project Specialist (AMM)**

### Responsibilities:

- Plan, organize, and allocate resources and budgeting for IT projects
- Collaborate with cross-functional teams, IT development teams and management teams/key users within the business
- Co-ordinate with various teams to ensure the high-quality deliverable within agreed time lines
- Support business needs by using internal/external IT resources
- Project management capabilities to drive SAP S/4 HANA transformation

### Requirements:

- Degree in Computer Science / Information Technology / Information System or relevant disciplines
- Minimum 2 years' working experience in IT project management
- Experience with SAP FI/CO is an advantage
- Experience with Microsoft 365 and/or SAP S/4 HANA projects is an asset
- Strong ability to interact with business users
- Good interpersonal and communication skills
- Frequent business travels to Asian countries and day trip to Mainland China are required

## **Business Intelligence Analyst (HK/AMA)**

### Responsibilities:

- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Analyze business's requirement, needs and objectives, and translate requirement into functional and technical specifications for dashboard objects
- Develop, Monitor, Support and Maintain BI (Business Intelligence) solutions and systems
- Cooperate with IT department and vendors to deploy software and build up data analytics platform and data flow
- Transform data into insights that drive business values to help management and business team to make business decisions to modernize and improve processes in the organization.

### Requirements:

- Bachelor's Degree in Business, Information Technology or Computer Science
- Build Analytic and planning models, visualizations with their usage charts, tables, maps, filters, dropdown menus, hiding functions, interactive objects, pictures
- Knowledge of data query, extraction, transformation and loading (ETL), data analysis and preparing datasets, merging, custom calculations, formatting values, dimensions and measures
- Excellent verbal and written communication skills, including the ability to effectively

- communicate with internal business partner
- Designs dashboards and reports that are intuitive and easy-to-understand
- Proven competency working with team members globally whether face-to-face, web conference, telephone or email
- Knowledge of SAP BI tools is an advantage
- working with SQL
- working with Business Objects, SAP Analytics Cloud or other leading report development tool
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## IT Security Officer (HK)

Responsibilities:

- Developing and implementing sufficient measures to detect cyber threats
- Maintaining IT system integrity
- Determine potential risks and vulnerabilities inside the system
- Recognize problems within systems by identifying uncharacteristic activity
- Implement IT security policies
- Assess current situations with the network security and carry out audits

Requirements:

- Degree in IT Security / Computer Science / Information Technology / Information System or relevant disciplines
- Minimum 3 years' working experience in IT security area
- Hands-on experience in firewall, antivirus software and web proxy management administration
- CISA, CISSP holder preferred
- Frequent business travels to Asian countries and day trip to Mainland China are required

## ICT Manager (AMA)

崗位職責：

1. 良好的管理能力、溝通能力、團隊精神和服務意識，能很好地組織並實施技術相關工作。
2. 能夠獨立面對壓力靈活應對各種突發事件。
3. 負責公司的整體資訊化管理，包括完善內部運維團隊，技術規劃，團隊建設等；
4. 建立實施內部服務流程和標準；建立系統化運維流程與相關文件，負責運維制度的制定，包括運維制度細化、對口部門業務合作流程和監督執行；
5. 負責重點推進主營業務資訊系統建設與應用；

6. 統籌負責 IT 系統專案策劃方案制定、執行、實施上線、交付，參與專案的發展規劃和戰略制定，審核專案進度計劃、評審專案總結、監控並指導所有專案實施及驗收，確保專案的順利完成；
7. 負責各事業部的跨部門協作，及時發現問題並協調資源，提升公司各事業部運營效率；
8. 負責公司 IT 資源基礎設施（IT 機房設施等）建設與運維保障；
9. 負責公司 IT 類資產、資源的選型、維護與調配及日常管理；
10. 負責管理公司辦公區伺服器、網路設備維護，保證設備的穩定運行；
11. 積極完成上級安排的其他工作。

任職要求：

1. 計算機應用及相關專業，本科及以上學歷；
2. 3-5 年的 IT 管理經驗，有過企業整體流程體系建設和 IT 落地經驗，1 個以上 IT 實施項目經驗；
3. 熟悉計算機網路、企業辦公組網（有線、無線、接入安全認證等），具備中大型辦公網路規劃、建設及運維能力；
4. 熟悉計算機軟硬體安裝與維護，常用操作系統及軟體（Windows Server、域管理、Office 等）維護；
5. 熟悉企業資訊化管理，ERP（SAP）、郵件、HRIS、版本控制，OA 軟體運維。

需求分析、設計能力強，能夠根據業務需求，進行系統分析設計，編寫模組概要及詳細設計文檔，有較強的邏輯思維能力和系統設計能力。