

IT Support Engineer

Company

Our client is a worldwide leading energy company headquartered in France. Fortune 500 company.
This position will be based in Liangmaqiao, Beijing.

Responsibility

- Provide quality technical service to all end users in a timely and professional manner
- Maintenance of all software licensing, configuration settings, operating systems, security updates, computer upgrades, major and minor software upgrades
- Manage staff checking in and checking out process
- Manage AD & permission following security policies
- Troubleshoot and correct hardware and software problems
- Provide professional support to O365 tools
- Coordinate technical projects including telephone, wireless, audio/video conference setup
- Work on IT related projects, including reporting and documentation
- Maintain IT asset inventory and software licenses

Requirement

- At least three-year working experience as IT support role in an international company
- Extensive knowledge and experience with Microsoft operating systems including Windows 7, Windows 10, MCSE preferred
- Extensive knowledge of Microsoft Office 365 suites
- Working knowledge of LAN and WAN connectivity
- Working knowledge of router, firewall, network switch operation and configuration
- Printer, wireless, Audio/video troubleshooting skills
- Good customer service and communication (oral/written) skills
- Good communication skills and coordination skills
- Fluent in English

***Please send your resume to:
zhao.lys@ccifc.org***