

## **Position: IT Summer Worker 2021**

**Start and end date:** June 14 to August 8, 2021 (8 weeks)

**Hours per week:** 35 hours

### **Duties and Responsibilities:-**

#### 1) IT Technical Support

- Provide end user support by resolving technical issues via email and phone
- Create and maintain technical training material and IT documentation
- Administer backup
- Troubleshoot server and database issues
- Research, evaluate and recommend new technologies, features and enhancements

#### 2) APPs Programmer

- Develop software solutions to meet organization needs
- Create and implement the source code of new applications
- Test source code and debug code
- Evaluate existing applications and perform updates and modifications
- Develop technical handbooks to represent the design and code of new applications

#### 3) Website Designer

- Improve and develop the website; manage the back-end including database and serve integration
- Generate WordPress themes and plugins
- Conduct website performance tests and troubleshoot content issues

#### 4) Digital Media Technician

- Design digital media campaigns aligned with business goals
- Coordinate the creation of digital content (e.g. website, facebook)
- Manage end-to-end digital projects
- Establish our web presence to boost brand awareness
- Maintain a strong online company voice through social media
- Liaise with Marketing, Sales and Product development teams to ensure brand consistency

**Requirements:-**

- working knowledge of Windows server, computer hardware, programming principles and languages such as Java and ORACLE, software design, website architecture and aesthetics,
- solid knowledge of Photoshop, Final Cut Pro, Premiere Pro, Audacity or other editing software
- appropriate experience in application, software development, web design, content management systems and visual communication
- proven experience in WordPress Developer
- able to research, evaluate and recommend new technologies, features and enhancements
- ability to multitask and work under tight schedules
- effective communication and interpersonal skills
- an independent worker as well as an effective team-player
- strong verbal and written communication skills
- proficiency in Cantonese or Mandarin is an asset
- additional qualification in web design or animation is a plus

**Important Note:**

The above jobs are funded by the “Canada Summer Job 2021”. Canada Summer Jobs is a Government of Canada initiative that provides funding to help employers create summer job opportunities for students. It is designed to focus on local priorities, while helping both students and their communities. The candidate must meet the following requirements:-

- 1. between 15 and 30 years of age (inclusive) at the start of the employment;**
- 2. a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and**
- 3. have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations**

**Contact Information:**

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