



Corporate Functions

Current Vacancies

- Senior Business Analyst
- Senior Software Engineer
- Service Desk Engineer
- Internal Audit Officer
- Talent Acquisition Specialist
- Tax Manager

[Back to Career Home Page](#)



[Back to top](#)



Senior Business Analyst

Responsibilities:

- Assist project manager to implement across software development life cycle (SDLC), including project tracking, requirement gathering, technical / non-technical documentation, quality assurance and system go-live.
- Perform project progress monitoring, report project status and project risk to project manager.
- Perform business analysis, user requirement collection and assist stakeholders in developing business process flow
- Translate business requirements into functional design, business workflow specification
- Understand the needs, facilitate and balance the requirements amongst multiple business stakeholders and recommend solutions
- Implement As-Is to To-Be change of business systems
- Proactively bridge the gap between business stakeholders and development team / vendors and liaise with those team on resources allocation and scheduling of tasks
- Communicate and prepare documents and technical information in line with agreed processes and procedures
- Prepare test plans, conduct quality assurance test, coordinate UAT including issue tracking & fixing activities and providing end user training when necessary
- Closely work with end-users to perform SIT, UAT, Performance Test, Production rollout and post-implementation support
- Manage and monitor various projects and able to deliver agreed solution on time
- Liaise with vendors for requirement, quotation, contracts and implementation





Requirements:

- Bachelor degree in Computer Science / Information Management / Business Studies or related disciplines
- Experience in HR systems or Accounting systems is an advantage
- Experience in workflow application, RPA, BPM, BI tool and dashboard development is a plus
- Experience in assisting project implementation of large-scale applications (e.g. ERP) is preferred
- Minimum 5 years of experience as Business Analyst
- Strong in collecting user requirement, analysis, and transforming to prototypes for development
- Proven track record for managing vendor along the whole SDLC
- SQL skillset is preferred for troubleshooting / data extracts
- Excellent analytical and problem-solving skills
- Self-motivated, Strong interpersonal skills and a good team player
- Good command in Cantonese, Mandarin and written English



[Back to top](#)



Senior Software Engineer

Responsibilities:

- Assist project manager to implement across software development life cycle (SDLC), including project tracking, requirement gathering, technical / non-technical documentation, system design, coding, quality assurance and system go-live.
- Perform project progress monitoring, report project status and project risk to project manager
- Perform business analysis, user requirement collection and assist stakeholders in developing business process flow
- Translate business requirements into functional design, business workflow specification
- Understand the needs, facilitate and balance the requirements amongst multiple business stakeholders and recommend solutions
- Provide system design, database design and design specification
- Conduct application development, coding and system integration according to the agreed design specification
- Prepare test plans, conduct quality assurance test, coordinate UAT including issue tracking & fixing activities and providing end user training when necessary
- Closely work with end-users to perform SIT, UAT, Performance Test, Production rollout, post-implementation support and problem solving
- Manage and monitor various projects and able to deliver agreed solution on time
- Liaise with vendors for requirement, quotation, contracts and implementation





Requirements:

- Bachelor degree in Computer Science / Information Management or related disciplines
- Minimum of 5 years of experience as software development
- Solid experience in mobile development, .Net, relational database, API integration
- Experience in PHP, HTML5, Java script, Restful API, nosql database and cloud programming is an advantage
- Knowledge in Social Network Platform API (Facebook, Instagram, YouTube) is a plus
- Experience in FinTech, digital transformation, workflow application, BI tool and dashboard development is preferred
- Good in collecting user requirement, analysis, and transforming to technical and non-technical documentation
- Proven track record for managing vendor along the whole SDLC
- Excellent analytical and problem-solving skills
- Self-motivated, Strong interpersonal skills and a good team player
- Good command of written and spoken English, Cantonese and Mandarin



[Back to top](#)



Service Desk Engineer

Responsibilities:

- Provide technical assistance proactively as 1st line support
- Provide office PC Hardware, Software installation maintenance and upgrade
- Provide helpdesk support to users on desktop computing and office equipment
- Handle internal network and solve the connection problem
- Perform hardware and software inventory control
- Communicate with hardware and software vendors to ensure the provision of effective work orders
- Work closely with internal and external parties and complete requests





Requirements:

- Graduate of IVE or Diploma in Computer Studies, Information Technology or other related disciplines
- Minimum 2 years' experience in IT support including user, Windows server and network support
- Hands on experience in system administration of Microsoft platform such as Windows Server, AD, Exchange, M365, File services, and virtualization technologies
- In-depth technical knowledge in Wintel and Apple platform including MS Office Suite and SharePoint
- Knowledge in Server, PC, and LAN / WAN and networking equipment
- Solid experience in PC installation & maintenance is an advantage
- Knowledge in window applications and system
- Familiar use in Outlook / MS Word / Excel / Powerpoint
- Self-motivated, quick learner, and strong sense of responsibility
- Effective team player and excellent interpersonal skills
- Cantonese and English communication skill. Fluent in both written and spoken English and Chinese. Proficiency in Mandarin will be an advantage
- Ability to work independently with minimal supervision and assistance
- Strong communication and collaboration skills





Internal Audit Officer

Responsibilities:

- Conduct risk-based financial, operational and compliance audit engagements including evaluation of internal controls, design of audit program and execution of fieldwork
- Conduct audit follow-up review
- Provide value-added recommendations to strengthen the overall control environment
- Prepare timely internal audit reports
- Participate in ad-hoc projects

Requirements:

- Bachelor Degree or above in finance or accounting
- CPA qualified or student member
- 1 - 2 year(s) internal or external audit experience
- Good report writing skills
- Familiar with PC software (Excel, MS Word)
- Self-motivated, strong analytical and critical mind set
- Excellent communication skills to interact effectively with different business and operational units
- Fresh graduates are welcomed





Talent Acquisition Specialist

Responsibilities:

- Manage the whole recruitment process from discussing requirements with hiring managers, job posting, conducting interview, to extending offer
- Reach out to passive candidates using various search tools
- Ensure satisfactory candidate experience during the recruitment process
- Act as key person in Talent Acquisition & Employer Branding projects. Plan & Manage social media content, Analyze channel effectiveness, Conduct market research & salary benchmark
- Create and present insightful reports and make appropriate recommendations on hiring strategy

Requirements:

- Manage the whole recruitment process from discussing requirements with hiring managers, job posting, conducting interview, to extending offer
- Reach out to passive candidates using various search tools
- Ensure satisfactory candidate experience during the recruitment process
- Act as key person in Talent Acquisition & Employer Branding projects. Plan & Manage social media content, Analyze channel effectiveness, Conduct market research & salary benchmark
- Create and present insightful reports and make appropriate recommendations on hiring strategy





Tax Manager

Responsibilities:

- Provide tax advice and support to stakeholders for operational matters
- Provide tax support for M&A projects, including structuring and due diligence
- Manage tax planning and implementation
- Conduct tax research and analysis with reference to latest changes in tax regulations and provide an update to stakeholders

Requirements:

- University graduate or above
- Qualified member of a professional accounting body
- 5 to 10 years of experience in tax
- Work experience from sizable companies is preferred
- Good command of written and spoken English and Chinese



[Back to top](#)