



AAEON Technology Inc, an ASUS Associated Company, is a leading manufacturer of advanced industrial and embedded computing platforms. Committed to innovative engineering, **AAEON** provides integrated solutions, hardware and services for premier OEM/ODMs and system integrators worldwide in IOT and Industrial IOT with focus on Artificial Intelligence on the edge.

AAEON also offers customized end-to-end services from initial product conceptualization and product development on through to volume manufacturing and after-sales service programs.

AAEON is an Associate member of the Intel® Internet Of Thing Alliance.

AAEON has well established, strategically positioned branch offices across the U.S., Europe, Mainland China and Singapore.

We are currently looking for an **IT Specialist** with **Chinese language skills**, who will be responsible for Office 365 and SharePoint administration and who will provide end-user support and training for hardware and software and who will ensure operational network security.

IT Specialist (Chinese / English language skills)

Your daily tasks and responsibilities include but are not limited to:

- Office 365 and SharePoint administration
 - Ensuring the operational health of the SharePoint online environment including security, availability, performance, interoperability and reliability
 - Administration, support and configuration of MS Office O365 for staff
 - Maintenance/sustainment of existing client SharePoint sites and sub sites, lists, libraries, and content (including pages, workflows, and items)
 - Administer and support an enterprise-level Microsoft Exchange infrastructure in collaboration with company's HQ in Taiwan.
 - Troubleshoot Exchange related issues when alerted by monitoring software
- General IT: End-user support and training for hardware and software
 - Training and educating end-users on O365 capabilities and collaboration tools (OneDrive, Skype, OneNote, Outlook etc)
 - Providing end-user support for all PC based hardware, applications and services
 - New user setup and orientation including installing and configuring workstations, software, telephone services, network printing, etc.
 - Maintain and provide support for all IT infrastructure
 - Provide tier 1 and tier 2 support and troubleshooting
 - Troubleshoot OS, network and storage related issues
 - Purchasing of SW and HW
- Operational Security, Network Management and Webservices
 - Responsible for logical and physical controls of the company's IT system by providing, on a quarterly basis, documented assurance that access to computer resources (data, equipment and facilities) is reasonable and restricted to authorized individuals
 - Perform software upgrades and patches (bios, firmware upgrades, etc.)
 - Troubleshoot various Office 365 issues including connectivity and mobility
 - Maintain firewall and switches, including configuring VLAN, setup VPN for colleagues, setup switch rules
 - Access point management and management of office wireless network.
 - Manage VPS (Virtual private server)
- Any other relevant activities management may require

Your profile:

- Proven ability as an IT Specialist in a fast-paced modern corporate environment
- Must be outgoing, customer centric and ready to help at a moment's notice
- High level knowledge of technical management and of computer hardware/software systems including experience with Apple mac OS and Microsoft Windows devices.
- Hands-on experience with computer networks, understand network models and network administration
- Bachelor's degree in Computer Science/ Engineering, Information Technology or Computer applications preferred.
- 2-3 years of experience in IT is required for this position.
- Eager to learn new IT skills and keep up to date with knowledge.
- Have solid understanding of managing domain rules
- Have solid knowledge of Windows 10
- Familiar with Magento2 and PrestaShop in the manner of managing the back-end configurations is considered an advantage
- Good working knowledge of Office suite applications like Excel and SharePoint;
- Excellent verbal and written communication skills in English and Chinese
- A/V & Video Conferencing troubleshooting experience
- Highly motivated, with a strong work ethic and able to work effectively under minimal supervision.

We offer:

- A dynamic multicultural working environment
- Personal and Professional development opportunities
- Great team spirit!
- An excellent opportunity to expand AAEON's digital footprint.
- Competitive compensation package including incentive plan
- Education and fitness benefit
- Unlimited coffee, tea and other beverages
- Regular team events including complementary meals
- iPhone XR and PC
- 30 days annual leave
- Contribution free Pension plan

We will only consider direct applicants; acquisition is NOT appreciated!
If you're interested, submit your resume and cover letter to:
HR@aaeon.eu