

公司名稱 / Company Name: 瓶科技有限公司 Bottle Technology Limited

序號 Ref.	職位名稱 Position	所屬部門 Department	空缺數量 No. of Vacancy	本科 / 研究生 Undergraduate/ Postgraduate	招聘目標 Target	工作簡介 (如適用) Job description (if applicable)
1	行政助理 / Administrative Assistant	行政 Administration	1	以上皆可 / All the above	本地學生 / local students	<ul style="list-style-type: none">• 提供各種秘書和文書工作;• 通過提供一般行政支持，協助日常運作;• 準備演講或任何其他報告，如會議記錄，文件翻譯和提案;• 協助安排和提醒所有會議，約會和項日期限。• 配備IT領域的知識是一個優勢;• 協助任何專案或特別項目分配。 <ul style="list-style-type: none">• Provide secretarial and clerical tasks of all kinds;• Assist in daily operation by providing general administrative support;• Prepare presentations or any other reports such as meeting minutes, documents translation and proposals;• Assist to schedule and remind all the meetings, appointments, and project deadlines.• Assist on any ad hoc or special projects as assigned.
2	全端工程師 / Full Stack Developer	開發 Development	2	以上皆可 / All the above	本地學生 / local students	<ul style="list-style-type: none">• 新功能開發設計與功能測試；• 分析技術上需求及韌體模組設計；• 既有系統維護與客戶支援；• 使用及整合常用API；• 處理JSON、RESTful資料。 <ul style="list-style-type: none">• Software development, programming and debugging;• Analyze technical requirements and build firmware module designs;• System maintaining and customer supporting;• To use and integrate usual API;• Deal with JSON, RESTful dat.
3	IT維護工程師 / IT Support Engineer	開發 Development	1	以上皆可 / All the above	本地學生 / local students	<ul style="list-style-type: none">• 負責對各種資訊設備安裝、設定、升級、維護及盤點保養；• 伺服器管理、防火牆管理、網路管理、郵件系統管理及虛擬主機管理；• 負責對網絡設備的運行進行監控管理；• 負責解決使用者遇到的疑難問題；• 撰寫維護技術文檔，統計整理維護數據並提供報告；• 設計和實施不同的流程和計畫來有助於快速排除故障與問題；• 了解和控制IT支出，在商定的預算範圍內提供IT服務，並對任何偏離預算的異常向上級報告； <ul style="list-style-type: none">• Install, set up, upgrade, maintain various kinds of IT devices, and take inventory;• Manage and control Server, Firewall, Internet, Mail System and Virtual Machine;• Manage and monitor internet devices opeartions;• Answer all the requests and inquiries of users;• Write, transcribe, and record operation, application manual, and flow chart, analyse data and give reports;• Design and implement action plan and workflow to tackle problems and breakdowns shortly;• Understand and control IT costs and provide services according to the terms of the signed contract, and report to manager if there are any add-ons or other requests that stray away from the agreed budget.
4	平面設計師 / Graphic Designer	設計 Design	2	以上皆可 / All the above	本地學生 / local students	<ul style="list-style-type: none">• 從事平面媒體設計、繪圖、美術編輯等工作；• 根據公司整體品牌規劃和市場需求提出創意設計方案；• 負責公司宣傳資料的設計和制作；• 跟進相關品牌類設計的後期制作和落地，配合線下相關平面設計工作。 <ul style="list-style-type: none">• Responsible for all kind of graphic design works;• Propose the design cases according the company’ s brand and the marketing demand.• In charge of advertising material’ s design and making;• Follow up the late stage branding design as well as the offline graphic design.