

Employment Information
職位空缺資料

序號 Ref.	機構名稱(英文) Company name (in English)	機構名稱(中文) Company name (in Chinese)	招聘職位(英文) Vacant position	招聘職位(中文) Vacant position	所屬部門全稱(英文) Full name of the department	所屬部門全稱(中文) Full name of the department	職位描述及任職要求(英文)	職位描述及任職要求(中文)	工作地點(請點選列表) Employment location (Please select from the list)
1	Job Wonders International Company Limited	職穩達國際一人有限公司	Business Development Manager / Associate	業務發展經理 / 業務發展專員	Business Development & Marketing Department	業務發展及市場推廣部	<p>Job Description:</p> <ul style="list-style-type: none"> - Perform the full sales cycle for a wide range of IT business products in the B2B market (focus on government / public sector / gaming and hotel) - Convert sales opportunities for revenue growth and new business development - Establish and maintain relationship with target customers and key accounts - Prepare proposal documents for tendering process - Negotiate contracts and close agreements to maximize profits - Proactively expand scope of new customers/partners on potential industry to achieve assigned sales quota <p>Requirement:</p> <ul style="list-style-type: none"> - Bachelor degree or above - Prior IT business or sales experience is preferred - A successful track record of developing new business and / or achieving sales targets in the B2B market is a plus - Experience in government and corporate tendering process - Possession of proposal preparation and solution selling skill sets - Good team player and able to handle multi-tasks under pressure - Excellent communication, interpersonal, negotiation skills - Fluent in both oral and written English, Cantonese and mandarin a plus 	<p>職位描述:</p> <ul style="list-style-type: none"> - 在B2B市場(重點為政府/公共機構/博彩及酒店行業)為各類IT商業產品執行完整的銷售週期。 - 促成銷售機會以實現收益增長及新業務開發。 - 建立並維護與目標客戶及重點客戶的關係。 - 為投標流程準備建議書文件。 - 談判合同並簽訂協議,以實現利潤最大化。 - 主動在潛力行業拓展新客戶/合作夥伴範圍,以達成指定的銷售目標。 <p>任職要求:</p> <ul style="list-style-type: none"> - 學士學位或以上學歷。 - 具備IT商業或銷售經驗者優先。 - 擁有在B2B市場開發新業務及/或達成銷售目標的成功經驗者更佳。 - 具備政府及企業投標流程經驗。 - 擁有撰寫建議書及解決方案式銷售的技能。 - 良好的團隊合作精神,能在壓力下處理多項任務。 - 優秀的溝通、人際交往及談判技巧。 - 流利英語口語及書面語,懂粵語及普通話者優先。 	澳門 / Macau
2	Job Wonders International Company Limited	職穩達國際一人有限公司	Marketing Officer (Full-time / Part-time)	市場推廣主任(全職/兼職)	Business Development & Marketing Department	業務發展及市場推廣部	<p>Job Description:</p> <ul style="list-style-type: none"> - Manage social media and marketing campaign including planning, executing and evaluating to ensuring brand consistency and audience engagement - Assist to implement marketing strategy that drives platform traffic and new business - Create engaging content across various platforms to enhance brand awareness and social media engagement - Collaborate closely with internal teams to drive measurable and qualitative output - Establish strategic partnerships with corporate brands, community groups, service providers, influencers, third-party digital platforms etc. - Perform research and study on digital platform trends - Provide ongoing performance reports and complete ad-hoc tasks as assigned <p>Requirements:</p> <ul style="list-style-type: none"> - Degree in Marketing, Journalism, Communication or related disciplines - 2 years or above relevant experience in digital marketing or branding marketing - Prior experiences in influencers collaborations, partnerships, and content marketing is a distinctive advantage - Strong writing and editing skills to create engaging content for the platform and social media. - Familiarity with social media platforms, including Instagram, Facebook, WeChat, and LinkedIn. - Basic data interpretation skills for social media performance. - Proactive mindset to propose innovative ideas for content and engagement strategies. - Attention to detail to ensure accuracy and quality in all content and communications. - Knowledge in image and video editing. - Familiar with tools like Canva or Photoshop, to create visual content for social media and marketing materials. - Ability to manage multiple tasks and meet deadlines. - Proficiency in English and Chinese (both verbal and written). <p>- The candidates with less experience / looking for work with part-time / current university students are welcomed to apply for part-time positions.</p>	<p>職位描述:</p> <ul style="list-style-type: none"> - 管理社交媒體及市場推廣活動,包括規劃、執行及評估,確保品牌一致性與受眾參與度 - 協助執行能推動平台流量及新業務的市場策略 - 於各平台創作吸引人的內容,以提升品牌知名度及社交媒體參與度 - 與內部團隊緊密合作,推動可量化且優質的產出 - 與企業品牌、社群團體、服務供應商、意見領袖、第三方數位平台等建立策略合作夥伴關係 - 研究與分析數位平台趨勢 - 提供持續性的績效報告,並完成指派之臨時任務 <p>任職要求:</p> <ul style="list-style-type: none"> - 市場營銷、新聞、傳播或相關領域學士學位 - 2年或以上數位行銷或品牌行銷相關經驗 - 具備意見領袖合作、夥伴關係建立及內容行銷經驗者優先考慮 - 具備優秀的寫作及編輯能力,能為平台及社交媒體創作吸引人的內容 - 熟悉社交媒體平台操作,包括Instagram、Facebook、微信及LinkedIn - 具備解讀社交媒體績效數據的基本能力 - 具備主動積極的心態,能為內容及參與策略提出創新構想 - 注重細節,確保所有內容與通訊的準確性及品質 - 具備圖像及影片編輯知識 - 熟悉Canva或Photoshop等工具,能為社交媒體及行銷方面製作視覺內容 - 能夠同時處理多項任務並如期完成 - 精通英文及中文(口語及書面) - 經驗較少者 / 尋求兼職工作者 / 在讀大學生歡迎申請兼職職位 	澳門 / Macau

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3	Job Wonders International Company Limited	職穩達國際一人有限公司	Part-time Administrative Assistant	兼職行政助理	Business Development & Marketing Department / Administration Department	業務發展及市場推廣部 / 行政部	<p>Job Description:</p> <ul style="list-style-type: none"> - Provide administrative support to Business Development & Marketing Department / Administration Department. - Support Business Development Team in preparing business proposal and tender documents. - Handle customer inquiries and resolve issues in a timely manner. - Lead sales and marketing initiatives to expand market presence and drive business growth. - Prepare periodic management reports and contribute to the development of sales & marketing strategies, budgets, and policies. - Maintain and update department records, including filing documents, data entry, and scanning, etc. - Perform other ad hoc tasks as assigned by superior. <p>Requirement:</p> <ul style="list-style-type: none"> - Higher diploma or above, relevant major or prior administrative experience is an advantage. - Proficient in PC applications, especially Microsoft Office (Word, Excel, PowerPoint). - Experience with Canva, Adobe Illustrator, or Photoshop is a plus. - Good communication skills in English and Chinese (including Mandarin). - Able to work independently with good communication, organization and problem solving skills. - Willing to learn, self-motivated, detail-oriented and capable of multi-tasking. - University students, fresh graduates, and individuals returning to the workforce are welcomed to apply the position. 	<p>職位描述：</p> <ul style="list-style-type: none"> - 為業務發展及市場部、行政部提供行政支援，並處理日常辦公室運作。 - 協助業務發展團隊準備業務提案及投標文件。 - 處理客戶查詢並及時解決問題。 - 主導銷售及市場推廣活動，以擴大市場覆蓋面並推動業務增長。 - 編製定期管理報告，並參與制定銷售及市場策略、預算和政策。 - 維護及更新部門記錄，包括文件歸檔、數據輸入及掃描等。 - 執行上級指派的其他臨時工作。 <p>任職要求：</p> <ul style="list-style-type: none"> - 高級文憑或以上學歷，相關專業或具備行政經驗者優先。 - 熟練掌握電腦應用，特別是 Microsoft Office (Word、Excel、PowerPoint)。 - 具備 Canva、Adobe Illustrator 或 Photoshop 使用經驗者更佳。 - 良好的中英文溝通能力(包括普通話)。 - 能夠獨立工作，具備良好的溝通、組織及解決問題能力。 - 好學、積極主動、注重細節並能處理多項任務。 - 歡迎大學生、應屆畢業生及重返職場人士申請。 	澳門 / Macau
5	Job Wonders International Company Limited	職穩達國際一人有限公司	Project Consultant / Coordinator	項目顧問 / 協調員	Digital & IT Department	數位及資訊科技部	<p>Job Description:</p> <ul style="list-style-type: none"> - Assist the Team Leader in planning, monitoring, and driving project progress. - Act as a communication bridge between team members, users, and vendors to ensure transparency and alignment. - Identify risks and issues early, propose solutions, and escalate when necessary. - Coordinate resources and timelines to keep projects on track. - Document and follow up on important actions and decisions from meetings include the project exit documentation. - Prepare necessary presentation materials for meeting and accurate project status reports for management review. - Support vendor management and resolve conflicts effectively. - Help analyze and break down user requirements for implementation. <p>Requirement:</p> <ul style="list-style-type: none"> - Bachelor's degree in business, Management, or related fields (IT or Engineering background is a plus but not mandatory). - Strong organizational and multitasking abilities with attention to detail. - Excellent written and verbal communication, including report preparation and stakeholder coordination - Good command of written and spoken English and Chinese. - Highly proactive, organized, and able to work independently under pressure. - Familiarity with project management tools (e.g., MS Project, JIRA, Confluence). - Prior experience in coordination or project management roles is a plus - Fresh Graduates are also welcomed for junior positions. 	<p>職位描述：</p> <ul style="list-style-type: none"> - 協助團隊主管規劃、監控並推動專案進度。 - 擔任團隊成員、用戶與廠商之間的溝通橋樑，確保資訊透明與方向一致。 - 及早辨識風險與問題，提出解決方案，並在必要時進行呈報。 - 協調資源與時程，確保專案按計畫推進。 - 記錄會議中的重要行動與決議並進行追蹤，包含專案結案文件。 - 準備會議所需的簡報材料，並為管理層提供準確的專案狀態報告。 - 支援廠商管理並有效解決衝突。 - 協助分析並拆解用戶需求，以利後續實行。 <p>職位要求：</p> <ul style="list-style-type: none"> - 商業、管理或相關領域學士學位(具備IT或工程背景者更佳，但非必需)。 - 具備出色的組織與多工處理能力，且注重細節。 - 優秀的書面與口語溝通能力，包括報告撰寫與協調相關方。 - 良好的中英文書寫及會話能力。 - 積極主動、條理清晰，能在壓力下獨立工作。 - 熟悉專案管理工具(如MS Project、JIRA、Confluence)。 - 具備協調或專案管理相關經驗者優先考慮。 - 應屆畢業生亦可申請初級職位。 	澳門 / Macau

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6	Job Wonders International Company Limited	職穩達國際一人有限公司	Project Assistant	項目助理	Digital & IT Department	數位及資訊科技部	<p>Job Description:</p> <ul style="list-style-type: none"> - Assist in the preparation, formatting, and organization of project proposals, technical documents, progress reports, and presentation materials. - Maintain and manage all project-related documents, ensuring proper filing, categorization, and easy retrieval. - Implement and oversee document version control procedures to ensure all team members access the most current files. - Support the project team in tracking document updates, approvals, and distribution logs. - Help coordinate document review cycles and ensure compliance with internal and client documentation standards. - Collaborate with project managers and technical staff to ensure documentation accuracy and completeness. - Assist in preparing meeting agendas, minutes, and action item logs related to project documentation. - Ensure confidential and sensitive project information is securely stored and shared appropriately. <p>Requirements:</p> <ul style="list-style-type: none"> - Diploma or degree in Information Technology, Business Administration, or a related field. - Prior experience in project documentation, administration, or a similar support role is preferred. - Familiarity with project management tools and document management systems. - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and collaboration platforms like SharePoint or Google Workspace. - Strong attention to detail, organizational skills, and the ability to manage multiple tasks. - Good written and verbal communication skills in English and Chinese (Cantonese/Mandarin). - Ability to work independently and as part of a team in a fast-paced environment. 	<p>職位描述：</p> <ul style="list-style-type: none"> - 協助準備、格式化及整理專案提案、技術文件、進度報告與簡報材料。 - 維護與管理所有專案相關文件，確保妥善歸檔、分類並易於檢索。 - 執行並監督文件版本控制流程，確保所有團隊成員皆能存取最新檔案。 - 協助專案團隊追蹤文件更新、審批與分發記錄。 - 協助協調文件審閱流程，並確保符合內部及客戶文件規範。 - 與專案經理及技術人員協作，確保文件之準確性與完整性。 - 協助準備與專案文件相關之會議議程、紀錄及行動項目記錄。 - 確保機密及敏感之專案資訊安全儲存並妥善分享。 <p>任職要求：</p> <ul style="list-style-type: none"> - 持有資訊科技、工商管理或相關領域之文憑或學位。 - 具備專案文件管理、行政或類似輔助工作經驗者優先。 - 熟悉專案管理工具與文件管理系統。 - 熟練操作 Microsoft Office 套件 (Word、Excel、PowerPoint) 及協作平台 (如 SharePoint 或 Google Workspace)。 - 注重細節、具備優秀組織能力，並能同時處理多項任務。 - 良好的中英文書面及口語溝通能力 (粵語/普通話)。 - 能在快節奏環境中獨立工作，亦具備團隊合作精神。 	澳門 / Macau
7	Job Wonders International Company Limited	職穩達國際一人有限公司	Senior Developer	高級開發員	Digital & IT Department	數位及資訊科技部	<p>Job Description:</p> <ul style="list-style-type: none"> - Participate in client technical meetings, accurately gather, analyze, and clarify user requirements. - Be responsible for project progress tracking, resource coordination, and risk management to ensure successful project delivery. - Conduct technical feasibility analysis and system design based on client requirements. - Propose software architecture and implementation plans with high scalability, high performance, and maintainability. - Design and implement complex business workflows, ensuring the efficiency and reliability of process automation solutions. - Be responsible for the development, coding, and unit testing of core modules. - Lead project deployment, launch, and subsequent optimization and maintenance tasks. <p>Requirements:</p> <ul style="list-style-type: none"> - Proficient in OOP (Object-Oriented Programming) concepts and practices. - Familiar with the Laravel PHP framework, with substantial commercial project development experience. - Familiar with database design and optimization, including normalization processes and indexing strategies. - Familiar with the application, maintenance, and performance tuning of various common databases (e.g., MySQL, PostgreSQL, Redis). - Familiar with workflow design and application; practical experience with workflow engines such as Flowable or Activiti will be given priority. - Familiar with API design and RESTful conventions. Understanding of front-end technologies (e.g., Vue.js, React, Angular). - Familiar with Java and the Spring framework technology stack. - Understanding of containerization technologies like Docker and CI/CD pipelines. - Possess team management or project leadership experience. - Possess project management mindset, able to handle multiple tasks simultaneously and maintain progress under pressure. - Proactive with a passion and ability for solving complex problems. - Focus on code quality with good technical documentation writing habits. 	<p>職位描述：</p> <ul style="list-style-type: none"> - 參與客戶技術會議，準確收集、分析並釐清用戶需求。 - 負責專案進度追蹤、資源協調與風險管理，以確保專案順利交付。 - 根據客戶需求進行技術可行性分析與系統設計。 - 提出具高擴展性、高效能及可維護性的軟體架構與實作方案。 - 設計並實作複雜業務流程，確保流程自動化解決方案的效率與可靠性。 - 負責核心模組的開發、編碼與單元測試。 - 主導專案部署、上線及後續優化與維護工作。 <p>任職要求：</p> <ul style="list-style-type: none"> - 精通物件導向程式設計 (OOP) 概念與實務。 - 熟悉 Laravel PHP 框架，並具備豐富的商業專案開發經驗。 - 熟悉資料庫設計與優化，包含正規化流程與索引策略。 - 熟悉各類常用資料庫 (如 MySQL、PostgreSQL、Redis) 的應用、維護與效能調校。 - 熟悉工作流程設計與應用；具備 Flowable 或 Activiti 等工作流程引擎實務經驗者優先。 - 熟悉 API 設計與 RESTful 規範。了解前端技術 (如 Vue.js、React、Angular)。 - 熟悉 Java 及 Spring 框架技術棧。 - 了解容器化技術 (如 Docker) 與 CI/CD 流程。 - 具備團隊管理或專案領導經驗。 - 具備專案管理思維，能同時處理多項任務，並在壓力下保持進度。 - 主動積極，對解決複雜問題充滿熱情與能力。 - 注重程式碼品質，並具備良好的技術文件撰寫習慣。 	澳門 / Macau

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8	Job Wonders International Company Limited	職穩達國際一人有限公司	Application Developer	應用程式開發員	Digital & IT Department	數位及資訊科技部	<p>Job Description:</p> <ul style="list-style-type: none"> - Develop, test and document backend system for mobile app / web system; - Work closely with the team to develop enterprise solution; - Develop business logic, systems and elegant User Interface; - Brainstorm and idea contribution are preferred; - Learn and share knowledge and experience with other team members. <p>Requirements:</p> <ul style="list-style-type: none"> - Degree / High Diploma in computer science or related engineering experience; - At least 1 years' experience on web application development, fresh graduates are welcome; - Have experience data storage (e.g. MySQL / SQL Server / Redis); - Good understanding of PHP / Python / JQuery / HTML / Node; - Embrace open source technologies; - Quick learner and willing to try latest technologies; - Self-starter who enjoys teamwork and collaboration; - Excellence interpersonal & communication skills; 	<p>職位描述：</p> <ul style="list-style-type: none"> - 開發、測試並編寫移動應用/網頁系統的後端系統文件； - 與團隊緊密合作，開發企業解決方案； - 開發業務邏輯、系統及優雅的用戶介面； - 具備主動思考與創意貢獻能力者優先； - 與團隊成員共同學習、分享知識與經驗。 <p>任職要求：</p> <ul style="list-style-type: none"> - 擁有計算機科學或相關工程領域的學位/高級文憑； - 至少具備1年網頁應用開發經驗，歡迎應屆畢業生申請； - 具備資料庫存儲經驗（如 MySQL / SQL Server / Redis）； - 熟悉 PHP / Python / JQuery / HTML / Node 等技術； - 樂於接受開源技術； - 學習能力強，願意嘗試最新技術； - 主動積極，善於團隊合作與協作； - 具備出色的人際溝通能力。 	澳門 / Macau
9	Job Wonders International Company Limited	職穩達國際一人有限公司	Frontend Programmer	前端程式員	Digital & IT Department	數位及資訊科技部	<p>Job Description:</p> <ul style="list-style-type: none"> - Maintain, develop, implement, and troubleshoot features on web-based applications. - Work closely with the back-end developers and designers to design new features and architectural approaches. <p>Requirements:</p> <ul style="list-style-type: none"> - Diploma / Degree holder in Computer Science, Management Information System or related disciplines. - Proficiency in HTML5, CSS3, LESS / SASS / SCSS, JavaScript, nodeJS is a MUST. - Experience in MVVM/MVP/MVC frameworks such as Vue.js is a MUST. - Knowledge of Vuex/Pinia/Typescript/NuxtJS/Tailwindcss is an advantage. - Knowledge of frontend system architecture and common design patterns is an advantage. - Knowledge of TDD/BDD is an advantage. - Eager to make things better and to take up challenges. - Good problem-solving skills. - Candidate with more experience will be considered for senior position. - Fresh graduate with strong will to learn will also be considered. 	<p>職位描述：</p> <ul style="list-style-type: none"> - 維護、開發、實作並解決網頁應用程式的功能問題。 - 與後端開發人員及設計師緊密合作，設計新功能與系統架構方案。 <p>任職要求：</p> <ul style="list-style-type: none"> - 持有計算機科學、管理資訊系統或相關領域的文憑/學位。 - 必須精通 HTML5、CSS3、LESS / SASS / SCSS、JavaScript 及 nodeJS。 - 必須具備 MVVM / MVP / MVC 框架（如 Vue.js）的開發經驗。 - 熟悉 Vuex / Pinia / TypeScript / NuxtJS / Tailwindcss 者優先。 - 了解前端系統架構與常用設計模式者優先。 - 了解測試驅動開發（TDD）/行為驅動開發（BDD）者優先。 - 積極追求改進，樂於接受挑戰。 - 具備良好的問題解決能力。 - 經驗較豐富者將可考慮擔任高級職位。 - 具備強烈學習意願的應屆畢業生亦在考慮之列。 	澳門 / Macau
10	Job Wonders International Company Limited	職穩達國際一人有限公司	Backend Programmer	後端程式員	Digital & IT Department	數位及資訊科技部	<p>Job Description:</p> <ul style="list-style-type: none"> - Prototype and develop the backend API with other team members. - Continuously optimize and organize the current framework. - Responsible for the design, development and maintenance of API interface. - Understand the basic knowledge of the front end, and can communicate smoothly with the front-end developers. <p>Requirements:</p> <ul style="list-style-type: none"> - Diploma / Degree holder in Computer Science, Management Information System or related disciplines. - Proficiency with Laravel or NodeJS is a MUST. - Understand the concept of REST API. - Working Knowledge of MySQL, MongoDB. - Working Knowledge of Kubernetes and docker. - Working Knowledge of using Git for the version control. - Knowledge of the serverless environment is an advantage. - Knowledge of TDD is an advantage. - Good problem-solving skills. - Candidate with more experience will be considered for senior position. - Fresh graduate with strong will to learn will also be considered. 	<p>職位描述：</p> <ul style="list-style-type: none"> - 與團隊成員共同進行後端API的原型開發與建置。 - 持續優化並重構現有系統架構。 - 負責API介面的設計、開發與維護。 - 具備前端基礎知識，能與前端開發人員順暢溝通。 <p>任職要求：</p> <ul style="list-style-type: none"> - 持有計算機科學、管理資訊系統或相關領域的文憑/學位。 - 必須精通 Laravel 或 NodeJS。 - 理解 REST API 的設計理念。 - 具備 MySQL、MongoDB 的實務操作知識。 - 熟悉 Kubernetes 與 Docker 的應用。 - 熟悉使用 Git 進行版本控制。 - 具備無伺服器（Serverless）環境知識者優先。 - 了解測試驅動開發（TDD）者優先。 - 具備良好的問題解決能力。 - 經驗較豐富者將可考慮擔任高級職位。 - 具備強烈學習意願的應屆畢業生亦在考慮之列。 	澳門 / Macau

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11	Job Wonders International Company Limited	聯穩達國際一人有限公司	IT Service Engineer	IT服務工程師	Digital & IT Department	數位及資訊科技部	<p>Job Description:</p> <ul style="list-style-type: none"> - Provide daily system and network support, as well as troubleshoot technical problems with IT products or services. - Provide IT equipment inventory related activities and updates. - PC Hardware and software installation, configuration and maintenance. - Provide daily support for all hardware, software and network systems and telephone system. - Assist in deploying and upgrading IT systems. - Assist in other projects as required. <p>Requirements:</p> <ul style="list-style-type: none"> - Bachelor's degree or higher in Computer Science, Information System, or related field. - Good understanding of helpdesk process and VIP user support. - Ability to communicate to technical and non-technical staff in verbal/written form. - Must be proficient in both Chinese and English. - Good understanding of general desktop hardware and software in Microsoft Windows, macOS, Office 365, Video Conferencing platforms, VPN, Adobe, etc. - Solid experience with various end user computing technologies and services, including but not limited to Active Directory, ServiceNow, meeting support tools, project support and quality assurance, etc. - Basic knowledge of networking, IP telephony, VDI, etc. - Good ability of analytical thinking and problem solving. - Detailed-oriented, customer-oriented, responsible, proactive and process minded, 	<p>職責:</p> <ul style="list-style-type: none"> - 提供日常系統與網路支援，並解決IT產品或服務的技術問題。 - 執行IT設備庫存相關活動與更新。 - 個人電腦硬體與軟體的安裝、配置及維護。 - 為所有硬體、軟體、網路系統及電話系統提供日常支援。 - 協助部署與升級IT系統。 - 按要求協助其他專案。 <p>要求:</p> <ul style="list-style-type: none"> - 電腦科學、資訊系統或相關領域之學士或以上學位。 - 熟悉服務台流程及VIP用戶支援。 - 能以口頭/書面形式與技術及非技術人員有效溝通。必須精通中文及英文。 - 熟悉一般桌面硬體及微軟Windows、macOS、Office 365、視訊會議平台、VPN、Adobe等軟體。 - 具備豐富的終端用戶計算技術與服務經驗，包括但不限於Active Directory、ServiceNow、會議支援工具、專案支援與品質保證等。 - 具備網路、IP電話、VDI等基礎知識。 - 具備良好的分析思考與問題解決能力。 - 注重細節、以客為尊、有責任感、積極主動且具流程觀念。 	澳門 / Macau
12	Job Wonders International Company Limited	聯穩達國際一人有限公司	Cyber Security Engineer	網絡安全工程師	Digital & IT Department	數位及資訊科技部	<p>Job Description:</p> <ul style="list-style-type: none"> - Configure and troubleshoot security infrastructure to ensure optimal performance and alignment with security policies. - Developing and implementing IT security policies and procedures. - Monitoring and assessing network vulnerabilities and risks. - Maintain all solution design documentation, processes, procedures and report on metrics to demonstrate effective and efficient management of services. - Support security tool enhancements and policy governance, including tasks such as reviewing and updating application control policies, managing user access profiles, and performing regular recertification of access rights. - Responding to and mitigating security incidents and breaches. - Collaborating with cross-functional teams to enhance security measures. - Providing recommendations for security improvements and upgrades. - Ensuring adherence to industry standards and best practices. <p>Requirements:</p> <ul style="list-style-type: none"> - A degree in Computer Science, Information Technology, or a related field. - Hands on experience in EndPoint security (e.g., app control, EDR) and IAM (e.g., PIM, IGA) tools and related workflows. - Proven expertise in IT security technologies. - Strong analytical and problem-solving skills. - Experience with risk assessment and mitigation strategies. - Knowledge of compliance standards within the business services industry. - Excellent communication and collaboration abilities. - A proactive attitude towards learning and staying updated on security trends. 	<p>職位描述:</p> <ul style="list-style-type: none"> - 配置與疑難排解安全基礎架構，以確保最佳效能並符合安全政策。 - 制定並實施資訊安全政策與流程。 - 監控與評估網路漏洞及風險。 - 能護所有解決方案設計文件、流程、程序，並報告相關指標，以展示服務的有效及高效管理。 - 支援安全工具強化與政策治理，包括審查及更新應用程式控制政策、管理使用者存取權限配置、執行存取權限定期重審等任務。 - 應對與緩解安全事件及入侵行為。 - 與跨部門團隊協作，共同強化安全措施。 - 提供安全改進與升級建議。 - 確保遵循產業標準與最佳實務。 <p>任職要求:</p> <ul style="list-style-type: none"> - 持有電腦科學、資訊科技或相關領域學位。 - 具備端點安全(例如：應用程式控制、端點偵測與回應)與身份識別與存取管理(例如：特權身份管理、身份治理管理)工具及相關流程的實務經驗。 - 擁有資訊安全技術的實證專業能力。 - 優秀的分析與問題解決能力。 - 具備風險評估與緩解策略相關經驗。 - 了解企業服務行業內的合規標準。 - 出色的溝通與團隊協作能力。 - 對學習新知與跟進安全趨勢抱持積極主動的態度。 	澳門 / Macau

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13	Job Wonders International Company Limited	職穩達國際一人有限公司	Accounting & Finance Officer	財務主任	Administration Department	行政部	<p>Job Description:</p> <ul style="list-style-type: none"> - Handling daily Accounting & Finance operations (e.g. book-keeping, issuing cheques, preparing vouchers, scanning documents, filing etc.) - Assisting in month-end and year-end closing procedures (e.g. accounts reconciliation, supporting schedule etc.), reports preparation, taxation and company secretary in accurate and timely manner. - Perform documents checking and payment preparation - Working closely with other teams on quotation and invoice vetting - Perform ad-hoc assignments as required <p>Requirements:</p> <ul style="list-style-type: none"> - Diploma holder or above in Accounting, Finance or related disciplines. - At least two years of accounting experience (e.g. bookkeeping, account payable, bank reconciliations, payroll, budgeting, year-end accounting closure, and invoice management). - Good command in both spoken and written English and Chinese (Cantonese and Putonghua); - Demonstration of good analytical skills and PC application skills especially in Excel, with experience in using financial system (ie: Oracle) is an advantage; - Ability to work under pressure and meet tight deadlines; and - Good leadership, mature and self-motivated team player. 	<p>職位描述：</p> <ul style="list-style-type: none"> - 處理日常會計與財務營運(例如：簿記、簽發支票、準備憑證、掃描文件、歸檔等) - 協助執行月末與年末結帳程序(例如：帳目核對、編製輔助明細表等)，並準時準備報告、處理稅務及公司秘書事務 - 執行文件審核與付款準備工作 - 與其他團隊密切合作，審核查閱報價單與發票 - 按要求執行臨時指派任務 <p>任職要求：</p> <ul style="list-style-type: none"> - 持有會計、財務或相關專業之文憑或以上學歷 - 至少兩年會計工作經驗(例如：簿記、應付帳款、銀行往來調節、薪資核算、預算編製、年終結帳及發票管理) - 具備良好中英文口語及書寫能力(粵語及普通話) - 展現良好的分析能力及電腦應用技能，尤其擅長Excel，具備財務系統(如：Oracle)使用經驗者優先 - 能在壓力下工作並按時完成緊迫任務 - 具備良好的領導能力、成熟穩重，並為積極主動的團隊成員 	澳門 / Macau
14	Job Wonders International Company Limited	職穩達國際一人有限公司	HR & Admin Officer	人力資源及行政主任	Administration Department	行政部	<p>Job Description:</p> <ul style="list-style-type: none"> - Support daily HR and administration operations, including recruitment, onboarding, employee relations, performance management, learning and development, welfare activities, and general office administration. - Provide administrative and clerical support to the department, management, and staff, including travel arrangements (air tickets, hotels, visas) and processing reimbursement claims. - Administer and monitor attendance and leave records to ensure accuracy and compliance with company policies. - Coordinate staff benefits programs and act as the contact point for employee benefits enquiries. - Assist in promoting and reinforcing the company's corporate culture and values through engagement initiatives and office-wide activities. - Serve as the main HR point of contact for employees and departments, addressing inquiries and providing timely guidance on HR matters. - Perform general office administrative duties to maintain an efficient, orderly, and safe workplace. - Handle ad hoc assignments and projects as required by management. <p>Requirements:</p> <ul style="list-style-type: none"> - Bachelor's degree holder, preferably in Human Resources Management, Business Administration, or related disciplines. - Minimum 2-3 years of relevant HR and/or administration experience, preferably in professional services firms or corporate environments. - Well-versed in Employment Ordinance and related statutory regulations - Proficiency in Excel (including vlookup), MS Word, Chinese Word Processing and HRMS - Good command of both written and spoken in English and Chinese 	<p>職位描述：</p> <ul style="list-style-type: none"> - 支援日常人力資源及行政營運，包括招聘、入職培訓、員工關係、績效管理、學習與發展、福利活動及一般辦公室行政事務。 - 為部門、管理層及員工提供行政及文書支援，包括差旅安排(機票、酒店、簽證)及處理報銷申請。 - 管理及監控出勤與休假記錄，確保準確性並符合公司政策。 - 協調員工福利計劃，並作為員工福利諮詢的聯絡窗口。 - 透過員工參與活動及全公司活動，協助推廣及強化企業文化與價值觀。 - 作為員工及各部門的主要人力資源聯絡窗口，處理查詢並及時提供人力資源相關指導。 - 執行一般辦公室行政職責，以維持高效、有序且安全的工作環境。 - 處理管理層指派的臨時任務及專案。 <p>任職要求：</p> <ul style="list-style-type: none"> - 持有學士學位，主修人力資源管理、工商管理或相關專業者優先。 - 具備至少2至3年相關人力資源及/或行政經驗，有專業服務公司或企業環境工作經驗者尤佳。 - 熟悉《僱傭條例》及相關法定規例。 - 熟練掌握Excel(包含vlookup功能)、MS Word、中文文書處理及人力資源管理系統。 - 具備良好的中英文書寫及會話能力。 	澳門 / Macau

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15	Job Wonders International Company Limited	職穩達國際一人有限公司	Internship	實習生	Business Development & Marketing Department	業務發展及市場推廣部	<p>Join our dynamic team in Business Development & Marketing Department and make use of your hunting, analytical and negotiation skills to acquire new customers. As a Business Development Representative, you will engage with B2B Business, providing them with valuable suggestions/consultation, and presenting them with the right solution for their business. You will be in contact with different companies from different sectors on a daily basis, in addition to learning a lot on how companies from a wide range of different industries operate. Interns with outstanding performance will also be fast-tracked in the application of Graduate Management Trainee Programme.</p> <p>Job Description:</p> <ul style="list-style-type: none"> - Handle entire sales cycle without prospecting new customers - Pitch our HR services & ERP Software to SMEs who are unsatisfied with their current tools - Analyze customers' business needs, activities and pain points - Provide customers with a tailor made demonstration of the software or solutions. - Negotiation and closing <p>Job Requirements</p> <ul style="list-style-type: none"> - Non-final year undergraduate with a bachelor's degree or higher in any discipline; - Right to work in Macau - Good command of written and spoken English and Chinese - Excellent communication skill, like to negotiate and to achieve targets. - Able to work in a fast-paced start-up environment with a hands-on attitude <p>Working Hours:</p> <ul style="list-style-type: none"> - Mon-Fri: 09:00 – 18:30 (Available to work from April to August 2026) 	<p>加入我們充滿活力的業務發展及市場推廣部團隊，運用您的開拓、分析與談判技巧來開發新客戶。作為業務發展代表，您將與B2B企業客戶進行互動，為他們提供寶貴的建議與諮詢，並針對其業務需求推薦合適的解決方案。</p> <p>您將有機會每日接觸來自不同行業的多元企業，並深入了解各行各業的營運模式。</p> <p>表現優異的實習生將在申請「畢業生管理培訓計劃」時獲得快速通道資格。</p> <p>職位描述：</p> <ul style="list-style-type: none"> - 負責處理完整銷售週期（無需開發新客戶資源） - 向對現有工具不滿意的中小型企業推廣我們的人力資源服務與ERP軟體 - 分析客戶的業務需求、營運活動與痛點 - 為客戶提供量身定製的軟體或解決方案示範 - 進行談判並完成簽約 <p>職位要求</p> <ul style="list-style-type: none"> - 非應屆大學本科生，持任何學科的學士或更高學位 - 具備在澳門工作的合法資格 - 良好的中英文書寫及會話能力 - 出色的溝通技巧，熱衷談判並致力達成目標 - 能在節奏快速的創業環境中工作，具備親力親為的態度 <p>工作時間：</p> <ul style="list-style-type: none"> - 週一至週五：09:00 – 18:30（需能於2026年4月至8月期間工作） 	澳門 / Macau
16	Job Wonders International Company Limited	職穩達國際一人有限公司	Internship	實習生	Digital & IT Department	數位及資訊科技部	<p>You will be embedded in ONE of the following functions, where you will contribute to transformative projects with the IT technologies:</p> <ul style="list-style-type: none"> - Business Digitalization (Project Management) - Data Analytics (Project Management) - Infrastructure and Security (Professional Service & Support) - System Implementation & Support (Professional Service & Support) - Web Development / App Development (Research & Development) <p>Job Requirements</p> <ul style="list-style-type: none"> - Non-final year undergraduate with a bachelor's degree or higher in any discipline; Digital / IT related degree would be an advantage - Right to work in Macau - Strong academic performance - Good command of written and spoken English and Chinese - Knowledge in web/ mobile design/ development, IT risk & security, system and network, cloud computing, data analytics or business analysis would be an advantage - Innovative, adaptive, and open-minded - Passion for the career in Digital / IT field <p>Working Hours:</p> <ul style="list-style-type: none"> - Mon-Fri: 09:00 – 18:30 (Available to work from April to August 2026) 	<p>你將加入以下其中一個部門，運用資訊科技參與具變革性的專案：</p> <ul style="list-style-type: none"> - 業務數碼化（專案管理） - 數據分析（專案管理） - 基礎設施與安全（專業服務與支援） - 系統實施與支援（專業服務與支援） - 網站開發 / 應用程式開發（研究與開發） <p>職位要求</p> <ul style="list-style-type: none"> - 非應屆本科學生，持任何學科的學士或以上學位；數位／資訊科技相關學位者優先 - 具備在澳門工作的合法資格 - 學業成績優良 - 良好的中英文書寫及會話能力 - 具備網頁／移動裝置設計／開發、資訊科技風險與安全、系統與網絡、雲端運算、數據分析或業務分析知識者優先 - 具創新精神、適應力強、思維開放 - 對數位／資訊科技領域的職業發展充滿熱忱 <p>工作時間：</p> <ul style="list-style-type: none"> - 週一至週五：09:00 – 18:30（需能於2026年4月至8月期間工作） 	澳門 / Macau

Employment Information
職位空缺資料

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17	Job Wonders International Company Limited	職穩達國際一人有限公司	Internship	實習生	Administration Department	行政部	<p>As an Administrative Intern, you will play a key role in supporting our daily operations and strategic initiatives. This isn't just a typical internship—you'll be immersed in real projects, from assisting with business proposals to helping drive marketing campaigns, all while developing essential professional skills. Outstanding performers may be fast-tracked for future opportunities within our company.</p> <p>Job Description:</p> <ul style="list-style-type: none"> - Provide administrative support to the Business Development & Marketing and Administration departments. - Assist in preparing business proposals, tender documents, and client presentations. - Help manage customer inquiries and contribute to timely issue resolution. - Support sales and marketing initiatives to help expand our market presence. - Aid in preparing management reports and maintaining department records. - Handle filing, data entry, scanning, and other organizational tasks. - Take on ad-hoc projects and tasks as assigned—no two days are the same! <p>Job Requirements</p> <ul style="list-style-type: none"> - Non-final year undergraduate with a bachelor's degree or higher in any discipline; - Must have the right to work in Macau. - Proficient in Microsoft Office (Word, Excel, PowerPoint); - Experience with Canva, Adobe Illustrator, or Photoshop is a plus. - Good command of written and spoken English and Chinese - Excellent communication skills, a hands-on attitude, and a willingness to learn. - Detail-oriented, able to multitask, and thrive in a fast-paced startup environment. 	<p>作為一名行政實習生，您將在支援日常營運與策略性專案中扮演關鍵角色。這不僅是一份普通的實習——您將深入參與實際專案，從協助商業提案到推動市場推廣活動，同時培養核心專業技能。表現優異者將有機會獲得公司內部未來職位的快速遞選通道。</p> <p>職位描述：</p> <ul style="list-style-type: none"> - 為業務發展及市場推廣部與行政部門提供行政支援。 - 協助準備商業提案、招標文件及客戶簡報。 - 協助處理客戶查詢，並促進問題的及時解決。 - 支援銷售與市場推廣活動，協助拓展市場影響力。 - 協助編製管理報告及維護部門檔案。 - 處理歸檔、資料輸入、掃描及其他文書整理工作。 - 承接指派的臨時專案與任務。 <p>職位要求</p> <ul style="list-style-type: none"> - 非應屆大學本科生，持任何學科的學士或更高學位； - 必須具備在澳門工作的合法資格。 - 熟練操作 Microsoft Office (Word、Excel、PowerPoint)； - 具備 Canva、Adobe Illustrator 或 Photoshop 使用經驗者優先。 - 良好的中英文書寫及會話能力。 - 出色的溝通技巧、實幹態度與積極學習的意願。 - 注重細節，能同時處理多項任務，並能在快節奏的創業環境中茁壯成長。 	澳門 / Macau