
Job Description

Title: Intern – IT Concepts & Solutions

Report to: Senior Specialist – IT Concepts & Solutions

Based in: Shanghai

Personal attributes:

- Honest, pro-active, self-driven
- Analytical, structure and logical thinking
- Result and solution-oriented, team player, can work independently
- Detail-oriented with a focus on high quality work
- Keen and fast learner

Responsibilities:

- Perform the routine IT maintenance and the databackup
- Provide first line help desk function to trouble shoot the problem for internal clients, and external clients based on request and guided by the Senior Specialist.
- Perform IT audit internally on regularly basis to ensure conformity with existing IT SOP, setup adjustment and software installation according to existing IT SOP
- Handle IT failures and problems guided by phone or other communication tools
- Develop IT documents (incl but not limited to manual, checklist)
- Strictly and systematically follow company internal IT process, instruction, continue improve IT process, update IT documents, in order to deliver professional services to internal and external customers
- Search suitable products or suppliers on request, based on certain IT requirement
- And other work relevant to IT internal tasks
- Other task assigned by Managers

Requirements:

- Senior university student major in Computer Science or related discipline
- Excellent hands-on skills, Experience with computer assembly preferred, update or replacement parts of the server's hardware is a plus
- Proficiency in MS office (Word & Excel, PowerPoint)
- Good written English
- Familiarity with Microsoft system on Windows 7 & 10 for installation and basic configuration, Experience with server installation is preferred
- Knowledge of Microsoft products
- Familiarity with network principles and structure
- Relevant experience in virtual machine or proficient in LINUX System is a plus
- Available to work at least 3 days per week

Please send applications together with passport photo, certificates and resumes both in English and Chinese to inthr@ch-ina.com

About China Integrated

China Integrated is a **solution provider** dedicated to supporting international companies in **successfully establishing and developing their businesses in China**. Whether a company's needs are market entry, operations set-up, growth or acquisition, we develop **integrated solutions** designed to facilitate **sustainable, superior success**.

With a team of about **25 in-house professionals**, we have been **active in China for the past 25 years**. Over the years, we have successfully served over **400 International firms**, large and small and **established subsidiaries for over 100** of them in China, Hong-Kong and Mongolia. Through our decades of experience, we have developed innovative solutions and cost-effective best practices for clients, including SMEs, in **Shanghai, Beijing, Hong Kong and Mongolia**.

We are organized cross-functionally **to deliver**:

[Business Research, Strategies & Concepts](#)

[Business and Action Plans](#)

[Full Subsidiaries Set Up](#)

[M&A, Joint-Ventures](#)

[Management & Back Office Support](#)

Thanks to the ability we have built up to fully integrate

- clients business concepts and their execution,
- the above set of in-house professional competences,
- the hands-on management of operations,
- 25 years of China experience and contacts,

We have a unique ability to ensure successful operations for our clients in China.

We co-organize the most extensive surveys in the business community in China and regularly publish their [results](#) and our [analysis](#).

China Integrated has offices in China, Switzerland and Mongolia. Our clients are mostly European and US companies leaders in their field. We are a member of the Swiss Center Shanghai (www.swisscenters.org), appointed expert of the Swiss Trade Promotion (www.s-ge.com) the China and Hong-Kong member of the international IPG Network of tax and law firms (www.ipgnetwork.org) and the China and Hong-Kong member of INAA (<https://www.inaa.org>), a global network of accounting auditing and other service professionals.

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