Centre for Intelligent Multidimensional Data Analysis (CIMDA)
Admin, Technical and R&D Positions Available

Administrative Officers

Duties
Post A (several posts)
- General reception duties
- Greeting and serving visitors
- Handling phone calls, mails, and courier
- Manage meeting rooms reservations, reception area and common areas
- Handle ordering of stationery and pantry items
- Provide clerical and office administrative support
- Work on ad-hoc projects and perform any other duties as assigned

Post B (several posts)
- Responsible for writing, editing, and proofreading business reports, scientific and technical papers, and all marketing materials
- Copywriting for all marketing and company materials
- Copyediting for all Company's product descriptions, webpage and marketing communications
- Check all printed marketing materials and all content published on company website and social media platforms
- Collaborate with R&D team and the marketing team to ensure the accuracy of all of Company's printed and digital communications
- Able to understand technical products and convey to customers
- Provide administrative support to office daily operation
- Work on ad-hoc projects and perform any other duties as assigned

Post C (several posts)
- Prepare full set of accounts, month-end closing and daily accounting functions
- Provide full spectrum of human resources & administration services
- Work closely with internal and external parties
- Work on ad-hoc projects and perform any other duties as assigned

Requirements
Post A
- F.6 or DSE graduate with a minimum of 2 years' customer services experience
- Excellent client service skills and phone etiquette
- Good command of both written and spoken Chinese (Cantonese and Putonghua) and English

Post B
- A Bachelor's degree in Languages, Translation, Communications, Journalism, English Studies or a related disclipline
- Solid experience in report writing and publications, advertising, prints production is preferred
- Excellent written and spoken English skills

Post C
- A Bachelor's degree or equivalent, with at least 2 years' solid working experience in handling Accounting, Human Resources and Administration is an advantage
- Good command of both written and spoken Chinese (Cantonese and Putonghua) and English

All posts
- Competent PC skills in MS Word, Excel, Powerpoint, and Chinese and English word processing
- Excellent analytical, problem-solving and communication skills
- Good organisational and interpersonal skills
- Self-motivated, attentive to details and multi-task oriented
- Ability to work under tight schedule is essential

Salary and Conditions of Service

Remuneration package will be highly competitive, commensurate with qualifications and experience. Initial appointment will be made on a fixed-term contract.

The appointees will work at City University of Hong Kong for several months and move to the research centre at Hong Kong Science Park later.

Information and Application

Interested parties please apply with full resume including expected salary and available date through email to cimda@cityu.edu.hk

Applications will receive full consideration and only shortlisted applicants will be contacted.

Centre for Intelligent Multidimensional Data Analysis (CIMDA)
Admin, Technical and R&D Positions Available

IT Systems Managers (Post A) / Computer Programmers (Post B) / Multimedia Designers (Post C) (several posts)

Duties
Post A
- Oversees the IT Service Management, Email communication and Special Projects
- Drive project management framework and manage projects life cycle
- Responsible for the implementation of software and hardware asset management
- Drive digital transformations
- Design, build, and implement enterprise IT architecture
- Responsible for root cause analysis and keep track of corrective actions status
- Manage IT budget and procurement
- Work on ad-hoc projects and perform any other duties as assigned

Post B
- Perform and maintain application development
- Identify user requirement and propose solution alternatives
- Responsible for system design, programming, testing and system delivery
- Prepare system documentation and deliver training and support to users
- Work on ad-hoc projects and perform any other duties as assigned

Post C
- Transforming 2D design and concept into 3D independently
- 2D & 3D motion graphics (3D is a must)
- Post-production video editing and composition
- Securing production schedule properly
- Collaborate the work with R&D and admin teams
- Work on ad-hoc projects and perform any other duties as assigned

Requirements
Post A
- A Bachelor's degree in Computer Science, Computer Engineering, Information Technology or a relevant discipline
- Experience with computer and network management and/or AI and data analysis application software instalments and maintenance
- Programming and software development skills on desktop and mobile platforms and parallel processors will be an advantage

Post B
- A Bachelor's degree in Computer Science, Information System or a related discipline with 1-3 years' relevant working experience
- Solid experience in Python and C/C++ or other programming languages
- Process data structure and algorithm knowledge

Post C
- A Bachelor's degree in 3D Animation, Graphic Design, Motion Graphics, or a relevant discipline
- Solid experience in 3D, Video Editing, Motion/Graphic Design
- Proficiency in Blender 3D (or other 3D software), and image and video editing tools
- AR, VR, and MR working experience is a plus

- Computer programming experience is a plus

All posts
- Good command of written and spoken English
- Excellent analytical, problem-solving and communication skills
- Good organisational and interpersonal skills
- Self-motivated, attentive to details and multi-task oriented
- Ability to work under tight schedule is essential

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Centre for Intelligent Multidimensional Data Analysis (CIMDA)
Admin, Technical and R&D Positions Available

Research Assistants / Postdoc Fellows (several posts)

<u>Duties</u>

The appointees will work for a large project on Artificial Intelligence (AI) and Big Data Analysis. The project aims at developing software libraries, imaging, video, multimedia, and biomedical applications, and integrated circuits (ICs) for multi-dimensional data analysis and tensor computations.

<u>Requirements</u>

- A good honours Bachelor / Master / PhD degree or equivalent in Electrical Engineering, Computer Science, Mathematics or a related discipline
- Good command of written and spoken English
- Excellent analytical and problem-solving skills
- Good organisational and interpersonal skills
- Self-motivated, attentive to details and multi-task oriented
- Ability to work under tight schedule is essential

Key qualifications:

(One or multiple)

- Experience in developing computer software using C, C++, or Python
- Experience in developing imaging, video or biomedical applications on desktop or mobile platforms
- Experience in parallel computation or hardware design using GPU, FPGA, and ASIC

And

- Good background in mathematical theories and computer algorithms, and strong publication record
- Good communication skills and demonstrate the desire to take on diverse challenges

Salary and Conditions of Service

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Information and Application

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