

JOB OPPORTUNITY

IT CONSULTANT

JOHANNESBURG, SOUTH AFRICA



Are you solution-driven and passionate about problem-solving and continuous learning? We're looking for you to join our team in Johannesburg, a place where your technical expertise is valued, your ideas matter, and your career can flourish. If you're looking for a dynamic part-time position where you can make an impact, we encourage you to apply!

About UPF

Founded in 2023, the UPF Group offers comprehensive global logistics services, specializing in Project Cargo across the African and European markets. We are committed to timely, cost-effective transportation solutions worldwide, emphasizing the personalized service reflected in our slogan, 'Logistics Made Personal'.

We currently operate 11 offices across seven countries and plan to open two more in 2025. With a growing team of 31 employees, we share a unified mindset focused on strong teamwork, exceptional quality, and outstanding personal service.

Job description

As the part-time IT Consultant, you will have a great variety of tasks such as, but not limited to:

- Provide help desk support to all employees within the Group
- Assist with onboarding and offboarding of employees (e.g. setting up accounts, granting access permissions, configuring laptops)
- Ensure the security of sensitive data
- Monitor cybersecurity threats and mitigate risks
- Software support – Keep up to date, liaise with software vendors
- Manage and troubleshoot company networks (e.g. internet, router issues)
- SharePoint Intranet support
- Work on AI framework guidebook/internal
- Maintenance of Website and booking system – in collaboration with the Marketing Coordinator
- Assist in keeping the booking system compliant with internal rules.

Candidate qualifications

- Experience with IT support (hardware/software troubleshooting).
- Eager to take ownership of developing and managing an intranet platform.
- Cybersecurity skills (threat detection, data security).
- Excellent written and verbal skills in English.
- Ability to plan and manage time efficiently to ensure that deadlines are met.
- Proactive problem solver with a strong sense of initiative and a supportive approach.

What you can expect

- A young company with a focus on entrepreneurship and an agile organization chart.
- High level of self-determination and freedom to make decisions in your daily work.

If you are interested in applying for this position, or have any questions, please reach us at the following:

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