

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 13 offices across ten countries and plan to open two more during 2026. With a growing team of 46 employees, we share a unified mindset focused on strong teamwork, exceptional quality, and outstanding personal service.

Job description

As the 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
- Configure and support Microsoft business solutions
- Assist with onboarding and offboarding of employees (e.g. setting up accounts, granting access permissions, configuring laptops)
- Monitor cybersecurity threats and mitigate risks. Ensure the security of sensitive data and assist in delivering cybersecurity awareness campaigns and annual security testing across the organization.
- Software support – Keep up to date, liaise with software vendors
- Manage and troubleshoot company networks (e.g. internet, router issues)
- SharePoint Intranet support and development
- Work on internal AI framework guidebook
- Maintenance of Website and booking system – in collaboration with the Marketing Coordinator
- Assist in keeping the booking system compliant with internal rules.

Candidate qualifications

- Strong knowledge of administration of Microsoft 365.
- Experience with IT support (hardware/software troubleshooting).
- Eager to take ownership of delegated tasks.
- 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, please share your CV to **Careers@UPF-Group.dk**.

Please note: We review applications as they are received and will only contact shortlisted candidates.

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