

Job Vacancy: IT Assistant

Company: Handy Finance Fiji

Position Location: Handy Center, 8 Kimberly Street

Deadline: 29th February 2024

Job Description:

Handy Finance Fiji is seeking a proactive and motivated individual to join our team as an IT Assistant. This position will be based at our Handy Center office located at 8 Kimberly Street. The successful candidate will play a crucial role in supporting our IT infrastructure and ensuring the smooth operation of our systems.

Roles and Responsibilities:

1. Provide technical support to end-users for hardware, software, and network-related issues.
2. Install, configure, and maintain computer systems, networks, and peripherals.
3. Troubleshoot and resolve IT problems in a timely manner to minimize downtime.
4. Assist in the implementation of IT projects and initiatives.
5. Perform routine maintenance tasks such as software updates, antivirus scans, and system backups.
6. Document IT procedures, configurations, and troubleshooting steps.
7. Collaborate with other team members to identify and implement improvements to IT systems and processes.
8. Stay up-to-date with the latest technology trends and developments.
9. Assist in the procurement of IT equipment and software licenses.
10. Provide training and guidance to end-users on IT best practices and procedures.

Minimum Requirements:

- Diploma in Information Technology or related field.
- Must be a self-starter with the ability to work independently.
- Vendor certification (e.g., CompTIA, Microsoft, Cisco) will be an advantage.

Application Process:

Interested candidates are invited to submit their application, CV and a recent photo to om@handyfinance.com.fj. Please ensure that the subject line of the email includes "IT Assistant Application - [Your Name]". Applications must be received by the deadline on 29th February 2024.

Note: Only shortlisted candidates will be contacted for further assessment.

Handy Finance Fiji is an equal opportunity employer and encourages applications from all qualified individuals, including those with diverse backgrounds and those with disabilities. We thank all applicants for their interest in joining our team.

