IT Consultant

Job Brief

We are looking for an individual IT Consultant with expertise in general IT support and the ability to configure security and compliance settings in Google Workspace. This role is ideal for an independent professional who can assist in ensuring our organization's digital infrastructure is secure, efficient, and compliant with industry standards. We are not seeking IT companies or teams, but rather qualified individuals who can directly contribute to our IT needs.

Key Responsibilities:

- Provide technical support to employees, troubleshooting hardware, software, and network issues.
- Set up and maintain computer systems, servers, and IT equipment.
- Ensure operating systems and software are configured, updated, and patched regularly.
- Monitor and optimize network performance for efficiency.
- Assist with cloud and on-premises infrastructure management.
- Conduct IT audits, assess risks, and recommend solutions to improve overall system performance.
- Configure and manage security settings for Google Workspace accounts, including multi-factor authentication, data loss prevention (DLP), and email security.

Preferred Qualifications:

- Bachelor's degree in IT, Computer Science, or a related field.
- Proven experience as an independent IT consultant, IT administrator, or in a similar individual capacity.
- Expertise in Google Workspace administration and security.
- Strong familiarity with Google Workspace Security Center, Compliance Center, Vault, and Admin Console.
- Proficiency in general IT infrastructure, including networking, hardware, and cloud services.
- Knowledge of cybersecurity best practices and regulatory compliance (GDPR, HIPAA, etc.).
- Strong troubleshooting, analytical, and problem-solving skills.
- Excellent communication skills and the ability to explain technical concepts clearly to non-technical users.
- Ability to work independently, with minimal supervision, and provide consultative advice to leadership.

Apply via this link: https://airtable.com/appzjkQYg7b5Tzcnw/shr0dVcyg1cHOaVu1

The deadline for applications is 26th September 5pm