

## AUGUST 2020 – IT OFFICER

The Triple P – Positive Parenting Program is one of the world’s most effective parenting programs, designed to give parents the skills they need to raise confident, healthy children and teenagers and to strengthen family relationships. As part of our continued growth, we’re looking for the following:

### IT OFFICER

- **Flexible workplace and hours**
- **International company**

#### The Role

Provides an excellent opportunity to utilise existing IT experience and gain exposure to new IT projects across a global business. Duties will include:

- Provide IT to support to TPI employees in various locations
- Perform software installations and updates
- Maintenance, minor repair, and troubleshooting of network hardware and software
- Work with the IT team to design, develop, implement and maintain TPI websites
- Assist in monitoring server logs and events
- Prepare, deliver, and collect equipment sent out for repair
- Responsible for the planning and technical implementation of translation frameworks
- Work closely with the IT Manager and team to deliver effective IT services to the business

#### The Person

To be considered for the IT Officer role, you must possess:

- IT experience in a business environment at least 2+ years
- Tertiary level or equivalent education/experience
- Excellent knowledge of IT systems, technologies and developments
- Excellent verbal communication skills; to communicate with users in a non-technical way
- Clear written communication skills
- Complex problem-solving ability
- Thorough decision-making skills
- Ability to work independently and follow direction as required
- Self-motivation to achieve deadlines and objectives

#### To Apply

- Please send your CV and covering letter to [recruitment@triplep.net](mailto:recruitment@triplep.net) or use the link below for online applications.
- Please note, only shortlisted applicants will be contacted.

To Apply online: <https://au.indeed.com/job/it-officer-af20743619ceb912>