

Altitude Refrigeration Solutions Pte. Ltd is a progressive, specialist mechanical service and refrigeration contractor with a group head office in Nadi, a regional office in Australia, and a fabrication facility in Suva. We operate throughout Australia, New Zealand, and the South Pacific.

IT & Transformations Officer

The IT & Transformations Officer at Altitude Group manages IT systems, ensures cybersecurity, and drives system upgrades & workflow automation. This role supports network infrastructure, software solutions, and digital transformation across all business units. Working closely with internal teams and vendors, the officer implements technology solutions to improve efficiency and streamline operations.

The role is based at the Nadi Head Office.

Key Responsibilities:

- Identify and procure necessary hardware and software for users.
- Manage email systems, anti-virus protection, and cybersecurity measures.
- Install, configure, and maintain operating systems, enterprise applications, and network infrastructure.
- Oversee server administration, data backup protocols, and disaster recovery planning.
- Provide technical support for employees, troubleshooting hardware and software issues.
- Evaluate, implement, and manage system upgrades to improve workflow efficiency.
- Work with department heads to identify automation opportunities and introduce modern digital tools.
- Lead software migration projects, ensuring minimal disruption to operations.
- Coordinate with third-party vendors for system integration, IT maintenance, and troubleshooting.
- Ensure compliance with IT security policies and best practices.

Key Competencies & Skills:

- Proven experience in IT support, system administration, and technology transformation projects.
- Strong knowledge of hardware/software troubleshooting, network security, and cybersecurity best practices.
- Ability to analyze business needs and recommend system upgrades or workflow automation solutions.
- Hands-on experience in server and cloud-based solutions (AWS, Google Cloud, Microsoft Azure, etc.).
- Expertise in data management, backup solutions, and system integration.
- Excellent problem-solving skills with the ability to manage multiple projects simultaneously.
- Strong communication skills to liaise with vendors, team members, and leadership.
- Experience with Zoho applications or similar enterprise solutions would be an advantage.

Qualifications & Experience:

- Bachelor's degree or diploma in Information Technology, Computer Science, or a related field.
- 2+ years of experience in IT support and system coordination.
- Experience in software upgrades, workflow automation, or cloud-based solutions is a plus.

Send us your application with an updated CV and work portfolio addressed to the HR Officer on email: **recruitment@altituderefrigeration.com.fj**

Please include the position you are applying for in the subject line.