

## Vacancy

# JUNIOR SYSTEM AND USER ADMINISTRATOR

Rail Baltica is the largest Baltic transport infrastructure project that will create the North – East economic corridor. It will be an electrified, high speed railway line with modern infrastructure for passenger and freight services, ensuring environmentally friendly and fast transportation from Tallinn to the Lithuanian-Polish border. Rail Baltica will connect the Baltic States with Central and Western Europe. The project is largely co-financed by the European Union. It has to be well-governed, with clear financial flows and procurement systems.

The three Baltic States' joint venture - RB Rail AS, was established in October 2014 and is registered in Latvia. The joint venture's shares are equally held by SIA Eiropas Dzelzceļa Līnijas in Latvia, UAB Rail Baltica Statyba in Lithuania and OU Rail Baltic Estonia in Estonia.

RB Rail AS main business is the design, construction and marketing of the railway. It acts as the main coordinator of the project. Developing the Rail Baltica project, the joint venture team is looking for a **Junior System and User Administrator**.

## QUALIFICATION

- At least 1-3 years proven working experience as a IT Help-desk / Desktop Support specialist
- Knowledge of IT infrastructure architecture;
- Good knowledge of computer networks, network administration;
- Microsoft certification will be considered as an advantage;
- Good knowledge of Microsoft technologies Office 365, SharePoint Online, Active Directory;
- As a plus for candidate will be considered knowledge in the following technologies (Windows Server, Azure services);
- Some experience troubleshooting switches, routers and firewalls and a firm understanding of their roles
- Initiative, high sense of responsibility and ability to work independently;
- Excellent English language skills;
- Excellent problem-solving skills;
- High ethical standards, honesty, and impeccable reputation;
- Resilient to coping with conflicting demands, able to prioritize duties and work under pressure;
- Strives for continuous improvement and precision in every detail;
- You must be intent on furthering an actual career, not just looking for the next job.

## RESPONSIBILITIES

- Provide end-user support, first and second line, resolve technical issues and provide technical assistance and training (must be able to professionally communicate in a technical and non-technical manner with Company users);
- Set up accounts and workstations;
- Help maintain the hardware, network, infrastructure and cybersecurity systems for the company;
- Configure and issue new hardware to end-users. Track and maintain inventory records;
- Establish, modify and terminate user access following accepted best practices;
- Assist with installation, configuration and maintenance of business software applications, including Microsoft Office 365;
- Monitor business infrastructure – including phones, printers, conference room displays and networks – and help support configuration, troubleshooting, maintenance;
- Be willing to learn new things and share your experience with others.

## MONTHLY GROSS SALARY

Starting from 1300 EUR.

## APPLICATION PROCESS

If you feel that your experience and personality match the position and you are willing to be a part of the challenging and unique project, please, send your CV with the subject "JUNIOR SYSTEM AND USER ADMINISTRATOR" to RB Rail AS recruitment partners CVO Recruitment Latvia.: [rbrail@cvor.lv](mailto:rbrail@cvor.lv). Ph. +371 67356120.  
Application deadline: 11 November.



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