

## IT 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 must be well-governed, with clear financial flows and procurement systems. RB Rail AS is looking for a new enthusiastic **COLLEAGUE** to join our growing IT team in a position of **IT SYSTEM ADMINISTRATOR**.

Our ambition is to plan, monitor and control the delivery the new best-in-class, innovative, environmentally friendly railway infrastructure with cost competitive technical solution in the region to improve the long-term well-being of the society of the Baltic States and European community. We plan, develop and manage all technical aspects of entire Rail Baltica project to achieve cross-border interoperability. RB Rail AS is the three Baltic States' joint venture, it was established in October 2014 and is registered in Latvia. Main business of the joint venture is the design, construction and marketing of the railway. RB Rail acts as a main coordinator of the project.

### SUMMARY

The main task of IT System Administrator is to maintain, upgrade and manage the company's software, hardware and networks, to ensure that IT infrastructure runs smoothly and efficiently, and that company employees receive timely support.

### QUALIFICATION

- At least 3-5 years' experience as user and system administrator or similar role
- Good knowledge about IT security, experience in IT network administration, Layer2 and Layer 3 (Routing and Switching)
- Good experience configuring and maintaining security for local and external networks, firewalls, VPN tunnels, routing, and computer networks
- Experience of MS Windows operating system administration
- Deep knowledge in the following Microsoft products (Office 365, SharePoint Online, Windows Server, Windows Active Directory, Azure)
- Experience in writing technical documentation
- Ability to diagnose and resolve problems quickly, and take responsibility for process management in high stress conditions
- High sense of responsibility, initiative, excellent communication skills and ability to work independently
- Resourcefulness and problem-solving aptitude
- Excellent knowledge of English and Latvian languages
- User support about various software's and systems
- Experience as DocLogix (Document Management System) system administrator will be an advantage

### RESPONSIBILITIES

- Implement and improve the systems in collaboration with other departments
- Monitoring system performance to ensure their continuous operation
- Improvement / automation of administration processes and procedures
- Ensuring the functionality and configuration of the computer network and devices connected to it
- Maintenance and improvement of a centralized hardware and software management tool
- Provide technical support when requested, resolve system user requests
- Develop expertise to train staff on new technologies
- Troubleshooting critical IT issues
- Participate in the creation and improvement of documentations for software, systems, and user manuals that employees need to follow in order to successfully work within the company's computing systems
- In accordance with the employer's request and within the scope of the work responsibilities, to participate in the preparation of technical specifications and participate at the RB Rail AS public procurement committees
- Control the quality of the deliverables by the third-party IT service providers

### OFFICE LOCATION

Full time position, located in Riga.

### SALARY

Starting from 2800 EUR gross.

### APPLICATION PROCESS

If You are willing to be a part of the challenging and unique project, and Your experience and personality match the position's requirements, please, send Your CV and motivation letter in English with the subject "IT SYSTEM ADMINISTRATOR" to RB Rail AS recruitment partners SIA "Recruitment Latvia": [rbrail@cvor.lv](mailto:rbrail@cvor.lv) by 11th October 2020.

By submitting this application (CV, motivation letter, etc) the applicant provides the authorisation for the processing of personal data by RB Rail AS ("Controller") and SIA "Recruitment Latvia", Reg. No 40003955719, as its respective recruitment partners. The personal data indicated in the application documents will be processed for the purposes of the recruitment and hiring processes only as is legally permissible under Art. 6(1)(f) of Regulation (EU) 2016/679 (General Data Protection Regulation).



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