

IT SYSTEM 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

Common Data Environment for Rail Baltica consists of multiple solutions, such as ProjectWise Connect, ArcGIS Enterprise, SharePoint and possible future solutions. The system administrator should manage and maintain all these systems and users, plan maintenance of platforms, understand the different platform interoperability and suggest developments.

REQUIREMENTS

- Higher education in IT, Systems Engineering or relevant;
- At least 1-3 years proven working experience as System and User Administrator;
- Knowledge of IT infrastructure architecture;
- Good knowledge of computer network and user administration;
- Good knowledge of Microsoft technologies: Office 365, Active Directory, PowerShell, Azure and others;
- Solid verbal, written and presentation skills;
- Outstanding organizational abilities and technical mindset;
- Resilient to coping with conflicting demands, able to prioritize duties and work under pressure;
- Fluent in English and good command of technical English;
- High ethical standards, honesty, and impeccable reputation;
- Strives for continuous improvement and perfectionism in every detail;
- Adventurous mind, willingness to discover unknown and to contribute in building up Digital Rail Baltica;
- Must have strong communication skills and a willingness to work in a team environment;
- Experience with ProjectWise Connect or ArcGIS Enterprise systems shall be considered as an advantage;
- Experience with 3D modelling and design tools in large infrastructure projects, BIM systems, large scale planning tools (Oracle Primavera P6, Safran etc) is not required but would give a strong advantage;
- Ability to show initiative, a high-level of responsibility and take ownership for problem solving.

RESPONSIBILITIES

- Configure and maintain the business software applications, including Microsoft Office 365
- Coordinate the necessary operations documentation and standards required for compliance and identified best practices
- Promotes the use of IT systems best practices, methodologies, and procedures
- Ensure system issues are resolved in a timely manner
- Assist Technical Department employees in using the systems and troubleshoot the issues from system point of view
- Maintain the Systems and User Accounts for Technical Division software and solutions, follow up the license usage
- Maintain the licensed stand-alone Civil engineering software administration and distribution, follow up the licensing usage and renewal cycles
- Follow up the data storage principles and capacities, define the rules if necessary
- Work together with IT department on establishing and maintaining the User groups and managing the internal and external users and access level rights
- Follows and understands latest technology, solutions, and industry trends
- Collaborates with technical team leaders, inside and outside of the organization, to identify risks and constraints

OFFICE LOCATION

Located in Riga, Latvia.

SALARY

Starting from 2200 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 to job@railbaltica.org by April 11, 2021.

By submitting this application (CV, motivation letter, etc) the applicant provides the authorisation for the processing of personal data by RB Rail AS ("Controller"). 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)



**Co-financed by the Connecting Europe
Facility of the European Union**