Rail Baltica
Coordinated by RB Rail

IT System and User Support Administrator
RB Rail AS office in Riga, Latvia

Rail Baltica is a once-in-a-lifetime infrastructure megaproject – if you're looking for a meaningful job in an international setting, look no further. This is where you can make an impact to be proud of.

You will be part of integrating the Baltic States into the European rail network and building a new economic corridor to bring long-term benefits to the Baltic region and its people. You will work with a cross-border team of more than 200 of the brightest minds in the industry.

We are looking for a new enthusiastic colleague to join our growing team in the position of **IT System and User Support Administrator.**

Job summary

The purpose of this role is to provide computer and software support for company users. Secondary assist System Administrators daily tasks, software, system, network, and security.

What's in it for you

A job with purpose and impact

Exceptional international project experience

Innovation-driven work

Professional and self-development

Flexible work arrangement

Benefits and Bonus programme

Supportive network of professional colleagues

Salary from 2300 EUR (before taxes)

We will entrust you to

- Provide user support for company users, including training for new and existing employees about company IT politics, rules, and software
- Be responsible for company software licensing, including monitor existing licenses and if necessary, request new
- Monitor company's IT infrastructure, if necessary, provide configuration for company phones, printers and meeting room equipment

To succeed, you should have

- At least 1-3 years' experience as IT user support specialist
- Good knowledge of Microsoft Office 365, SharePoint Online, Active Directory
- Initiative, high sense of responsibility and ability to work independently
- Good knowledge of English language
- Ability to prioritize tasks and work under the pressure

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 and User Support Administrator, Latvia" to RB Rail AS recruitment partners SIA ASTRAL Executive Search: railbaltica@astralexecutive.com by the deadline date.

RB Rail AS as a controller and SIA ASTRAL Executive Search as its respective partner ensures that data processing within recruitment process (for recruitment and hiring related purposes) is carried out in accordance with regulations on the protection of personal data processing.

More information regarding candidates' personal data processing is available here:
https://www.railbaltica.org/about-rail-baltica/candidates-personal-data-privacy-note/

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