



## Vacancy

# 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 meaningful work in an international setting, look no further. This is where you can make an impact to be proud of.



You will lend a hand in 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 brightest minds in the industry.



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

## Job summary

IT System and User Support Administrator contributes by ensuring the smooth functioning of IT systems, resolving technical issues promptly, and supporting the technological needs of employees. Their role is vital in maintaining operational efficiency and enhancing the overall productivity of the organization.

## 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 2500 EUR (before taxes)



## We will entrust you to

- Endpoint management (MEM), Modern Workspace administration.
- Provide user support for company users, including training for new and existing employees about company IT politics, rules and software.
- Be responsible for all company hardware, if necessary, organize repairs with service provider.
- 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, meeting room equipment

## To succeed, you should have

- 1+ year 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.
- Excellent problem-solving skills.

## 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" to RB Rail AS recruitment partners Alliance for Recruitment: [railbaltica@afr.lv](mailto:railbaltica@afr.lv) by the deadline date.

RB Rail AS as a controller and Alliance for Recruitment 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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