



People Connectivity

## IT ADMINISTRATOR

### KEY RESPONSIBILITIES:

To manage and improve IT service processes, ensuring reliable and efficient IT support across all JV business functions, including on-site project operations. The role combines strategic IT process governance with hands-on technical coordination and project oversight for infrastructure and systems.

### DUTIES AND RESPONSIBILITIES:

- To work closely with the Finance Director to implement the strategies and processes defined by the General Management Team.
- Provide general IT support, consultation, and assistance to all Team Members from GMT, RMT, SMT.
- Manage and procure IT equipment and software licenses, prepare and deploy software installation packages across company PCs.
- Install, configure, and update PC hardware, software, and firmware.
- Maintain and manage IT asset inventory across all JV locations and contribute to yearly physical check.
- Set-up, maintain, and upgrade, when necessary, the ERB cloud and physical back-up. Includes managing access rights as per ERB policy.
- Set up, Install and maintain video surveillance systems, taking full responsibility for the process from the moment the task is assigned through to full implementation.
- Set up, maintain, and support alarm and fire alarm systems, taking full responsibility for the process from the moment the task is assigned through to full implementation.
- Set up, maintain, and support access control systems, taking full responsibility for the process from the moment the task is assigned through to full implementation.
- Ensure IT governance and security compliance in alignment with NIS2, ISO standards, and ITIL best practices.
- Support users in providing licensing for specific tools or hardware, in coordination with Procurement Dpt. and ensure to propose the best cost-optimized solution as per identified needs.

### REQUIREMENTS:

- Bachelor's degree in computer science, information technology, software engineering, or a related field.
- At least 5 years of experience in technology-related roles such as IT support, system administration, or software engineering.
- In-depth knowledge of regulations related to IT systems, cybersecurity, data protection, and industry standards.
- Ability to understand and interpret IT documentation, system processes, and technical specifications.
- Language Skills: Proficiency in English (at least B1 level), Latvian is preferable.
- Willingness to travel frequently - the project is carried out throughout the country.
- Ability to adapt to different stages of an IT project and accommodate changes to system requirements or implementation plans.
- Able to prioritize individual tasks, allocate resources effectively, and meet established project deadlines.
- Thorough knowledge of health and safety regulations and protocols, with a commitment to ensuring a safe working environment for all personnel.
- Driving license B.

### WE OFFER:

- Opportunity to gain professional experience in an international company.
- Monthly salary starting from 3200.00 to 4000.00 EUR gross (based on experience and competence).
- Opportunities for professional development and career growth.
- Great working environment and support in the work process.
- Workplace at the general office in Riga.
- Health insurance from the first working day.
- Corporate and social events.

### WE ARE WAITING FOR APPLICATIONS IN ENGLISH