



Vacancy

HUMAN RECOURSES GENERALIST

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 has to be well-governed, with clear financial flows and procurement systems.

RB Rail AS is looking for a new enthusiastic and experienced **COLLEAGUE** to **JOIN** our rapidly growing team in a position of **HUMAN RESOURCE GENERALIST**

Our ambition is to design 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.

JOB PURPOSE

The primary responsibility of the HUMAN RESOURCE GENERALIST is to provide support on HR matters to company's employees, line managers, managers.

REQUIREMENTS

- Bachelor's degree in human resources, business management, or a related field.
- 3+ years' experience in the role of HR Specialist or HR Generalist, preferably in an international and/or project implementation organisation.
- Knowledge and practical application Latvian Labour Law, HR records-keeping.
- Knowledge and experience within recruitment, hiring, induction and trainings management processes.
- The ability to create and maintain open and constructive relationships with others, to respond helpfully to their requests and to be sensitive to their needs.
- The ability to communicate clearly and persuasively, orally or in writing.
- Outstanding organizational abilities.
- Fluent in English and Latvian.
- The ability to adapt to and work effectively in different situations and to carry out a variety of tasks.
- Good organisational skills, including ability to work independently or as part of a team and meet the agreed deadlines.
- Strives for continuous self-improvement and precision in every detail.
- High ethical standards, honesty, and impeccable reputation.
- Proficient in the MS Office 365.

RESPONSIBILITIES

- Preparing or updating employment records related to hiring, transferring, promoting, and employment relations terminating.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Ensuring new hire paperwork is completed and processed.
- Analysing job duties.
- Writing job descriptions.
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, etc.
- Addressing any employment relations issues.
- Processing all personnel action forms and ensuring proper approval.
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks.
- Administering on-the-job training programs.
- Maintaining records of employee participation in all training and development programs.
- Coordinate work with third party HR service providers.

ORGANISATION REPORTING STRUCTURE

The HR Specialist will report to the Head of Administration and HR.

OFFICE LOCATION

Full time position, located in Riga.

SALARY

Starting from 1600 EUR (before taxes)

If you feel that your experience and personality match the respective position and you are willing to be a part of the challenging and unique project, please, send your Motivation letter and Resume (CV) in English with the subject "HR Specialist" till 18 February 2019 to e-mail: job@railbaltica.org.



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