



## Vacancy

# OFFICE ADMINISTRATOR, ESTONIA

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 team in a position of **OFFICE ADMINISTRATOR** for Estonia branch.

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. 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

On behalf of the joint venture the OFFICE ADMINISTRATOR will be responsible for coordinating office daily activities and operations, managing correspondence, organising document flow, help and support branch employees in administrative matters, assist the Country Manager, when it is required.

## QUALIFICATION

- Higher or professional education, preferably within administration, project management fields;
- At least 2 years of experience in a relevant role;
- Outstanding communication and interpersonal skills;
- Excellent organizational and process management skills;
- Familiarity with office management procedures and basic accounting principles;
- Excellent knowledge of MS Office and office management software (ERP etc.);
- Fluent in English and Estonian languages;
- Experience in minute taking would be considered as an advantage;
- Previous experience working in international environment would be regarded as an advantage.

## RESPONSIBILITIES

- Coordinate office activities and operations to secure efficiency and compliance with the company's policies;
- Document flow and correspondence management;
- Keep track on equipment's and materials required for fulfilment of daily activities, ordering necessary materials and items, according to the established procedures;
- Meet and greet the guests and support the organisation of different RB Rail events;
- Assist in the maintenance of local language Rail Baltica website;
- Other administrative and support tasks according to request and situation.

## ORGANISATION REPORTING STRUCTURE

The OFFICE ADMINISTRATOR will report to the Country / Branch manager and to the Office Manager (based in Riga).

**OFFICE LOCATION:** Full time position, located in Tallin.

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 "OFFICE ADMINISTRATOR" to RB Rail AS recruitment partners CVO Recruitment Estonia: [heleen.anderson@cvo.ee](mailto:heleen.anderson@cvo.ee); +372 53738984.



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