

OFFICE ADMINISTRATOR/PROJECT ASSISTANT, LITHUANIA

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.

The three Baltic States' joint venture - **RB Rail AS**, was established in October 2014 and is registered in Latvia. The joint venture's shares are equally held by SIA Eiropas Dzelzceļa Līnijas in Latvia, UAB Rail Baltica Statyba in Lithuania and OU Rail Baltic Estonia in Estonia.

RB Rail AS main business is the design, construction and marketing of the railway. It acts as the main coordinator of the project. Developing the Rail Baltica project, the joint venture team is looking for a **Office Administrator/Project Assistant, Lithuania**.

PURPOSE

Office Administrator/Project Assistant, Lithuania will be responsible for coordinating Vilnius branch office daily activities and operations, managing correspondence, organising document flow, help and support branch employees in administrative matters, assist the Country Manager and Project Managers, when it is required.

QUALIFICATION

- Higher or professional education within administration or project management fields;
- At least 3 years of experience in a relevant role in international environment;
- Good understanding of office management procedures and basic accounting principles;
- Outstanding communication and interpersonal skills, ability to speak to all levels of employees, guests and partners;
- Excellent organizational and process management skills;
- Excellent knowledge of MS Office and office management software (ERP etc.);
- Fluent in English and Lithuanian languages;
- High ethical standards, honesty and impeccable reputation;
- Strives for continuous improvement and precision in every detail.

RESPONSIBILITIES

- Coordinate office activities and operations to secure efficiency and compliance with the company's policies;
- Organise document flow and correspondence management;
- Maintain automated databases to report and comply;
- Organise business travels for Lithuania Branch employees;
- 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 company guests and support the organisation of different RB Rail global events;
- Organise Branch events and meetings, perform all necessary bookings for internal and external business partners;
- Organize all issues related to office space rent, maintenance and furnishing;
- Organise necessary procurements for office daily needs;
- Coordinate occupational safety and health issues according to national legislations;
- Manage the third-party suppliers of office related goods and services; check invoices against deliverables;
- Assist in the maintenance of the local language Rail Baltica website, translate documents and/or proof-read the translations from English into Lithuanian;
- Other administrative and support tasks according to request and situation.

OFFICE LOCATION

Full time located in Vilnius.

SALARY

Starting from 2100 EUR gross (before taxes).

APPLICATION PROCESS

If you feel that your experience and personality match the position and you are willing to be a part of the challenging and unique project, please, send your CV and motivation letter with the subject "OFFICE ADMINISTRATOR LITHUANIA" to RB Rail AS: job@railbaltica.org by August 30, 2020.

By submitting this application (CV, motivation letter, etc) the applicant provides the authorisation for the processing of personal data by RB Rail AS ("Controller"). The personal data indicated in the application documents will be processed for the purposes of the recruitment and hiring processes only as is legally permissible under Art. 6(1)(f) of Regulation (EU) 2016/679 (General Data Protection Regulation)



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