

RECRUITMENT ASSISTANT (TEMPORARY)

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 and experienced **COLLEAGUE** to **JOIN** our rapidly growing team in a temporary position of **RECRUITMENT ASSISTANT**.

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. 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 AS acts as a main coordinator of the project.

JOB SUMMARY

The main task of Recruitment Assistant is to help HR Specialist process the paperwork, align interview times, and perform similar administrative tasks in connection with talent acquisition and employee onboarding.

QUALIFICATIONS

- Experience as Recruitment Assistant in international environment will be considered as advantage
- Ability to work independently and as part of a team
- Service oriented and problem-solving aptitude
- Strong organizational and time management skills
Excellent English language skills
- Experience from EU institutions would be regarded as advantage

RESPONSIBILITIES

- In close cooperation with Hiring Manager prepare job descriptions to open vacancies according to Recruitment plan
- Prepare Vacancy Specification in order to identify candidate profile
- Assist in scheduling interviews for all hiring teams and short-listed candidates
- Assist with newcomer's onboarding (preparing employment documents, introduction plans)

OFFICE LOCATION

Full time position, located in Riga.

DURATION OF THE EMPLOYMENT

6 months

SALARY

Starting from 1300 EUR gross.

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 "RECRUITMENT ASSISTANT" to RB Rail AS to job@railbaltica.org by 30 September 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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