

## PROJECT CONTROLLER

**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 **PROJECT CONTROLLER**.

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 PURPOSE

The Project Controller is a key member of the project team and will work directly with the Head of Project Control and Reporting to help deliver the project's goals and objectives in Schedule, Risk, Cost and Change Management and Reporting. They will also develop and implement the tools required to provide Management with a structured progress report against the work schedules, compile weekly, monthly and quarterly reports that define issues, and recommend actions to improve progress. The Project Controller will be required to provide cover for all key Project Control functions and any administrative support requested for Change and Risk Management.

### REQUIREMENTS

- Bachelor's degree or equivalent Project Management qualifications (APM, etc.)
- At least 1-2 years' experience in working within a dynamic project management environment
- High level of numeracy, literacy and preferably a working knowledge of Microsoft Power BI
- Experience with project management system (e.g., Microsoft Projects, P6) will be considered as an advantage
- Excellent Ms Office, especially Excel skills
- Excellent knowledge of English language
- Committed to continual improvement and a willingness to learn new skills
- High sense of responsibility, initiative, excellent communication skills and ability to work independently

### RESPONSIBILITIES

- Lead reporting effort (e.g., prepare templates for various Power BI reports) from across Project Management Organization
- Support all Project Control functions in technical and administrative tasks
- In accordance with the employer's request and within the scope of the work responsibilities, to participate in the preparation of technical specifications and participate in the RB Rail AS public procurement committees
- Support Head of Project Control in delivery of KPIs
- Assist Technical Project Managers on assigned daily technical tasks and participate in meetings
- Substitute other team members during the absence if needed

### OFFICE LOCATION

Full time located in Riga.

### SALARY

Starting from 2000 EUR (before taxes).

### APPLICATION PROCESS

If you are willing to be a part of the challenging and unique project, and your experience and personality match the position's requirements, please, send your CV and motivation letter in English with the subject "PROJECT CONTROLLER" to RB Rail AS recruitment partners SIA "Recruitment Latvia": [rbrail@cvor.lv](mailto:rbrail@cvor.lv) by 15 February 2021.

By submitting this application (CV, motivation letter, etc) the applicant provides the authorisation for the processing of personal data by RB Rail AS ("Controller") and SIA "Recruitment Latvia", Reg. No 40003955719, as its respective recruitment partners. 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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