

## OFFICE ADMINISTRATOR, LATVIA

**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 IN LATVIA**.

### SUMMARY

**Office Administrator Latvia** will be responsible for coordinating Riga office daily activities and operations, managing correspondence, organising document flow, help and support office employees in administrative matters.

### REQUIREMENTS

- Higher or professional education within administration;
- At least 3 years of experience in a relevant role (international environment will be considered as advantage);
- Good understanding of office management procedures;
- 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 (e.g., DocLogix);
- Fluent in English and Latvian languages;
- High ethical standards, honesty and impeccable reputation;
- Strives for continuous improvement and precision in every detail.

### RESPONSIBILITIES

- Organise document flow and correspondence management in cooperation with Office Administrators in Lithuania and Estonia;
- Observe and control the deadline for the execution of documents;
- Come up with recommendations for the improvement of Document Nomenclature;
- Prepare document derivatives;
- Create files and save documents according to the nomenclature;
- Prepare and design documents for archival storage, including deliverables;
- Enter various data and maintain Document management system;
- Coordinate office activities and operations to secure efficiency and compliance with the company's policies;
- Meet and greet company guests and support the organisation of different RB Rail global events;
- Organise events and meetings, perform all necessary bookings for internal and external business partners;
- Other administrative and support tasks according to request and situation.

### OFFICE LOCATION

Full time located in Riga, Latvia

### SALARY

Starting from 1200 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 "OFFICE ADMINISTRATOR" to RB Rail AS recruitment partners SIA "Recruitment Latvia": [rbrail@cvor.lv](mailto:rbrail@cvor.lv) by 15 January 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"). 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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