

TECHNICAL PROJECT COORDINATOR

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 **TECHNICAL PROJECT COORDINATOR**.

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.

SUMMARY

The Technical Project Coordinator provides overall support to the success to the Project Management team, contributes to the coordination and planning of activities of an assigned project to ensure that the goals and objectives of the project are accomplished within the prescribed time frame, funding parameters, and to the highest level of quality.

REQUIREMENTS

- Secondary vocational or Bachelors' degree in system engineering, project management or quality management or equivalent field
- Some experience with construction / design / project management or with Design expertise
- Effective time management and organizational skills, teamwork
- Effective communication skills both verbal and in writing, and a strong mechanical aptitude
- Understanding basics of infrastructure design and construction
- Precision, high level of responsibility
- Ability to process large-volume information
- Proficient in Microsoft Office tools (Outlook, Word, Excel, PowerPoint, etc)
- Knowledge of special software (e.g. AutoCAD, ProjectWise, GIS, and BIM related software) will be considered an advantage
- Good command of spoken and written English and local language
- High ethical standards, honesty and perfect reputation
- Seek continuous improvement

RESPONSIBILITIES

- Main focus of his/her duties will be to assist Project manager related to planning and management of Conformity Assessment (NoBo) according to EU Directive 2016/797/EC and safety assessment (AsBo) EU Directive 2013/402/EC and Technical Supervision projects / contracts
- Follow-up project management plan according to PMI
- Prepare and handle documentation for AsBo services (EU Directive 2013/402/EC)
- Organize the incoming/outgoing document and contract deliverables flow in accordance with the company procedures and the instructions of the direct manager
- Prepare initial drafts of the reply letters
- Organize meetings and provide necessary support to the Technical Project Manager
- When necessary record and prepare meeting minutes, align with the meeting participants and distribute
- Assist Technical project manager in communication with Affected Parties (utility companies, private landowners etc.) and Stakeholders
- Process the information received in e-mails, coordinate response with the Technical Project Manager and other involved experts, distribute the information to the persons involved in the project
- Initial inspection of the contract deliverables and distribution of documents to the respective experts
- Ensure on time delivery commitments are fulfilled
- Preparation of reports
- Presentation material preparation in PowerPoint, Visio, MS Word, etc
- Coordinate with other departments to ensure that correct information is applied for the project execution
- 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 at the RB Rail AS public procurement committees
- Perform other tasks within the scope of the duties

OFFICE LOCATION

Full time located in Riga, Latvia.

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 "TECHNICAL PROJECT COORDINATOR" to RB Rail AS recruitment partners SIA "Recruitment Latvia": rbrail@cvor.lv by 14 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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