Vacancy

STRATEGY & DEVELOPMENT PROJECT COORDINATOR

RB Rail AS is the largest Baltic transport infrastructure project that will create the North–East economic corridor. It will be an electric, high-speed railway line with modern infrastructure for passenger and freight services, ensuring environmentally friendly and fast transportation from Tallinn (Estonia) to Poznań (Poland). RA Rail AS will connect the Baltic States with Central and Southeast 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 qualified team member to join our growing team within the Strategy & Development team.

**SUMMARY**

- **RB Rail AS** is looking for a new enthusiastic and qualified team member to join our growing team within the Strategy & Development team. The position shall contribute a multidimensional coordination, administration and reporting capacity to support the Strategy & Development team, including in areas related to Rail Baltica long-term commercialization, marketing, business and supplier relationship management, transport economics and development studies, long-term business planning and market development, intermodal logistics and innovation/digitalization.

**REQUIREMENTS**

- Bachelor's degree in project management, business administration, transport management, infrastructure development, or other field relevant to the Rail Baltica project; Master's degree will be viewed as an advantage.
- At least 5 years of professional experience related to the responsibilities described below; including large project management, administration, management of procurement, reporting and risk coordination. The following experiences are particularly desirable and will be viewed as an advantage: transport infrastructure development, EU project management, international cooperation, team management/leadership roles.
- Familiarity with reporting requirements and eligibility aspects of EU-funded infrastructure projects, as well as ability to assist in identifying new opportunities in existing and alternative EU funding schemes.
- Experience in activity-based budget planning and supervision.
- Familiarity with digital document/task management systems.
- Strong understanding of the procurement process. Experience with public procurement, ideally, in an EU funding context, will be viewed as an advantage.
- Strong proficiency in the Microsoft 365 productivity tools, including but not limited to Teams, office suite, Power Bi/budgeting tools, as well as strong overall computer and online literacy.
- Fluency in English as the primary working language (both written and spoken, at least CEFR language proficiency level C1). Familiarity with multilingual transport, logistics and EU project management terminology will be viewed as an advantage.
- Strong communication skills and willingness to work in a closely collaborative team environment.
- Resilience to coping with complexity and conflicting demands; high stress resistance; attention to detail.
- High ethical standards, integrity, and an impeccable reputation.
- Commitment to excellence and continuous improvement.

**RESPONSIBILITIES**

- Provides administrative support and project coordination for RB Rail Global Project activities under the Department’s responsibility. Coordinates the development of project documentation, project execution, administration, monitoring and reporting. RB Rail will consult the project documents 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. By submitting this application (CV, motivation letter, etc) the applicant provides the authorisation for the processing of personal data by RB Rail AS (the Controller) and SIA "Recruitment Latvia" (the Processor). Reg. No. 40103845025, as its registered office: K. Valdemāra iela 8, Riga, LV-1010, Latvia. All information contained in the document, including personal data, 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)."

**OFFICE LOCATION**

Full time position, location Riga

**SALARY**

Starting from 2700 EUR (before taxes)

**APPLICATION PROCESS**

If you are willing to be a part of the challenging and unique project, and you experience and personality match the position's requirements, please, send your CV and motivation letter in English with the subject "STRATEGY & DEVELOPMENT PROJECT COORDINATOR" to RB Rail AS recruitment partners "Recruitment Latvia": rbrail@cvor.lv

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