Job Purpose: The primary responsibilities of the Document Control Manager will be to develop the Document Control Management processes, as well as develop the Document Control tool structure and workflow. Document Control Manager will also ensure Document Control requirements compliance in all Rail Baltica involved Parties.

Responsibilities:
- To audit the existing tools and process within the Company and other Rail Baltica implementation organizations.
- Develop and implement a common document management process taking into account local legislation requirements.
- To plan the required Document Control management team human and financial resources.
- Timely, accurate and efficient preparation and management of documents.
- Ensure compliance to the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects or departments.
- Manage the performance of Document Controllers assigned in the Rail Baltica organization.
- 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.

Requirements:
- 5+ years' experience in Document Control management.
- University or other higher education degree in project management or relevant field.
- Professional Certification in Document Control management preferable.
- Experienced in construction project handling multi millions of documents.
- Experience in construction projects handling multi hundreds of document sources.
- Experience in project and team management.
- Experience in InProjectWise 365 and its services will be considered as an advantage.
- Experience with BlueWorks and MS SharePoint will be considered as an advantage.
- Understanding of IT processes and system integration across different software platforms.
- Solid verbal, written and presentation skills.
- Must have excellent communication and training skills.
- Willingness to work in a team environment.
- Outstanding organizational abilities and technical mindset.
- Resilient to coping with conflicting demands, able to prioritize duties and work under pressure.
- Fluent in English and good command of technical English.
- High ethical standards, honesty, and impeccable reputation.
- Able to benchmark and apply best practices of large infrastructure projects.
- Strove for continuous improvement and perfectionism in every detail.

OFFICE LOCATION
Any RB Rail AS Branch office as per preferences (Riga, Vilnius or Tallinn).

APPLICATION PROCESS
If you are willing to be a part of the challenging and unique project, and your experience and personality match the requirements, please, send your CV and motivation letter in English with the subject “DOCUMENT CONTROL MANAGER” to RB Rail AS recruitment partners SIA “Recruitment Latvia”: rbrail@cvor.lv by 25th April 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. 40000555715, 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).

Co-financed by the Connecting Europe Facility of the European Union.