

DOCUMENT CONTROL MANAGER

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 **DOCUMENT CONTROL MANAGER**.

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 acts as a main coordinator of the project.

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.

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 ProjectWise 365 and its services will be considered as an advantage
- Experience with DocLogix and MS SharePoint will be considered as an advantage
- Experience in process analysis (6 Sigma type) 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
- Strives for continuous improvement and perfectionism in every detail

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

OFFICE LOCATION

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

SALARY

Starting from 3000 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 "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 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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