TECHNICAL PROJECT ASSISTANT

JOB PURPOSE: The Technical Project Assistant 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.

RESPONSIBILITIES

- Organizes 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
- Organizes meetings and provides 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 stakeholders (utility companies, private landowners etc.)
- 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 work responsibilities, participate in the preparation of technical specifications and participate at the RB Rail AS public procurement committee
- Perform other tasks within the scope of the duties.

QUALIFICATION

- Secondary vocational or Bachelor’s degree in construction / design, engineering, project management or equivalent field
- Some experience with construction / design / project management
- Ability to read and understand construction documents, technical standards, and regulations
- Effective time management and organizational skills, teamwork
- Effective communication skills both verbal and in writing, and a strong mechanical aptitude
- Understanding basics of engineering infrastructure design and construction
- Precise, high level of responsibility
- Seek continuous improvement
- Previous experience with PRIMAVERA P6 and/or MS Project will be considered an advantage
- High ethical standards, honesty, and impeccable reputation
- 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
- Ability to read and understand construction documents, technical standards, and regulations
- Proficient in Microsoft Office tools (Outlook, Word, Excel, PowerPoint, etc)
- Ability to process large-volume information
- Undergraduate degree in construction / design, engineering, or construction management or equivalent field
- 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 impeccable reputation
- Ability to process large-volume information
- Some experience with construction / design / project management
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- Good command of spoken and written English and local language
- High ethical standards, honesty, and impeccable reputation
- Seek continuous improvement

OFFICE LOCATION

Located in Vilnius, Lithuania. STARTING FROM 1300 EUR gross.

APPLICATION PROCESS

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).

If you feel that your experience and personality match the position and you are willing to be a part of the challenging and unique project, please, send your CV and motivation letter with the subject “Technical Project Assistant” to RB Rail AS by job@railbaltica.org by May 10, 2021.

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