

## TECHNICAL PROJECT ASSISTANT

**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. RB Rail AS is looking for a new enthusiastic and experienced COLLEAGUE to JOIN our rapidly growing TECHNICAL TEAM in a position of TECHNICAL PROJECT ASSISTANT.

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.

### 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

- 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

### QUALIFICATION

- Secondary vocational or Bachelor's degree in construction / design, engineering or 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 infrastructure design and construction
- Precision, high level of responsibility
- Previous experience with PRIMAVERA P6 and/or MS Project will be considered an advantage
- 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 impeccable reputation
- Seek continuous improvement

### OFFICE LOCATION

Located in Tallinn, Estonia.

### SALARY

Starting from 1400 EUR gross

### APPLICATION PROCESS

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 EE" to RB Rail AS to [job@railbaltica.org](mailto:job@railbaltica.org) by May 10, 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"). 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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