

BUSINESS RELATIONSHIP MANAGER (TEMPORARY – 2 YEARS)

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 **BUSINESS RELATIONSHIP 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 AS acts as a main coordinator of the project.

JOB PURPOSE

This position is responsible for supporting the Strategy and Development department in the definition and management of the execution of development and commercialization activities of the Rail Baltica project. Organising road shows, study tours and participating and representing the Company in international fairs and events as well as organising and participating in virtual events within the industry.

RESPONSIBILITIES

- Support the Head of Strategy and Development in the definition and management of the execution of development and commercialization activities of the Rail Baltica project
- Organisation, execution of and participation at concrete events aimed at developing professional relationships and cooperation with the local, regional and international rail industry stakeholders, including but not limited to suppliers, logistics and business communities, industry associations, clusters, chambers of commerce, EU rail freight corridors, infrastructure managers, operators, third-party logistics providers, freight owners and future users, as well as relevant governmental/diplomatic partners
- Organisation of road shows, study tours and participation in international fairs and events, physical and digital (remote)
- Participate and represent the Company at the events mentioned above, as well as other events
- Execution of supplier relationship management, as a pivotal role in developing and maintaining close and efficient relation with key partners mentioned above
- Management of requests for information and other inquiries. Internal coordination to prepare answers or organise meetings
- Participate in the preparation of technical specifications and participate at the RB Rail AS public procurement committees
- Acts as only contact for partners, suppliers, stakeholders, and institutions on business development topic and functions and liaison with specialised department within the organisation
- Organising online meetings, consultations, webinars, and workshops

REQUIREMENTS

- Master's degree in Business Administration, European Politics, Social Science, International Business or equivalent
- Minimum 3 years' experience in international environment- business relations and infrastructure preferred
- Experience in business promotions and investments, identifying opportunities and making strategic researches
- Familiar with the organisation of B2B digital (online) events such as webinars, workshops, conferences and consultations
- Comfortable liaising with all levels of leadership (i.e., Management Board, public authorities) and engaging with and co-ordinating multiple stakeholders
- Strong problem-solving skills, including risk factor evaluation, information analysis
- Ability to prioritize and oversee multiple activities in a dynamic environment
- Ability to work autonomously and take responsibility
- Excellent verbal and written communication and presentation skills
- Fluent in English and Latvian
- Strives for continuous self-improvement and precision in every detail
- High ethical standards, honesty, and impeccable reputation

OFFICE LOCATION

Located in Riga, Latvia.

SALARY

Starting from 2000 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 "BUSINESS RELATIONSHIP MANAGER" to RB Rail AS to job@railbaltica.org.

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)



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