

## DOCUMENT CONTROLLER (3 POSITIONS IN LITHUANIA, LATVIA AND ESTONIA)

**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 three positions of **DOCUMENT CONTROLLER**.

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 Document Controller include support Project coordinator in daily tasks, archiving files and ensuring all team members have access to necessary documentation. To be successful in this role, you should have previous experience reviewing technical documents along with the ability to spot errors. Ultimately, you'll support our procedures maintaining transparent, up-to-date, and easily traceable documents.

### QUALIFICATION

- Desired BSc in Engineering field or good experience as document controller or technical assistant or Project Management
- 2 years experience as a Document Controller or project technical assistant in the field of Engineering; Familiarity with project management
- Strong proficiency in the Microsoft 365 productivity tools, including but not limited to MS Teams and Office Suite, as well as strong overall computer and online literacy
- A successful candidate will be able to demonstrate knowledge of the usage of planning software or document management software
- Proficient typing and editing skills
- Fluent in English and the local language, and a good command of technical English
- Strong sense of initiative and responsibility
- Good communication skills and willingness to work in a closely collaborative team environment
- Resilience to coping with complexity and conflicting demands; high stress resistance
- High ethical standards, integrity, and an impeccable reputation
- Commitment to excellence and continuous improvement

### RESPONSIBILITIES

- Ensures that all incoming and outgoing documents have no errors in filenames, revisions, submissions, etc before submitting it to the recipient departments
- Assist (prepare documents for responsible person) technical review in project management software, constantly updates technical review calendar (MS Teams), provides all necessary information, file locations, deadlines etc for internal experts
- Ensures that all submitted technical documents provided by Consultant for deliverable technical review are in accordance with contract, technically flawless and in correct format
- Ensures that all incoming reports and checklists from Consultant to Technical division teams have all necessary information required in order to fill Clients contractual obligations
- Ensures that all technical review documents provided by Client internal departments to Consultant are in correct format
- Assists department coordinator with daily tasks regarding consolidation and coordination meeting activities
- Creates reports to Technical division management based on available data
- Creates templates for future use
- Manages the flow of documentation within the Technical Department
- Maintains confidentiality around sensitive information and terms of agreement

### OFFICE LOCATION

Located in Riga, Latvia/ Vilnius, Lithuania / Tallinn, Estonia.

### SALARY

Starting from 1700 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 CONTROLLER to RB Rail AS to [job@railbaltica.org](mailto:job@railbaltica.org) by July 3, 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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