

ASSET REGISTER SPECIALIST

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 ASSET REGISTER SPECIALIST.

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

We are looking for highly organized candidates with great attention to detail for the position of Asset Register (AR) Specialist. AR Specialist is responsible for validating, transforming and transferring data from design documents (mostly IFC, XLS) into asset register in ArcGIS.

REQUIREMENTS

- High school diploma or equivalent
- Proficient in MS Excel
- Experience with ArcGIS Pro including Jupyter notebooks and knowledge of Python is an advantage
- Proficiency with database languages such as SQL is an advantage
- Analytical mindset
- Attention to detail
- Fluent in English and good command of technical English
- Must have strong communication skills and a willingness to work in a team environment
- High ethical standards, honesty, and impeccable reputation
- Strives for continuous improvement and perfectionism in every detail
- Good interpersonal skills

RESPONSIBILITIES

- Validating and fixing IFC models using Simplebim
- Importing the valid IFC models into asset register in ArcGIS
- Validating maintenance manuals provided by designers and importing the maintenance schedules into asset register
- Updating of asset register data when new information becomes available
- Maintaining data integrity

OFFICE LOCATION

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

SALARY

Starting from 1800 EUR gross (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 "ASSET REGISTER SPECIALIST" to RB Rail AS recruitment partners SIA "Recruitment Latvia": rbrail@cvor.lv by September 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") 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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