



Vacancy

## Document Controller

RB RAIL AS office in Riga, Latvia



Rail Baltica is a once-in-a-lifetime infrastructure megaproject – if you're looking for a meaningful job in an international setting, look no further. This is where you can make an impact to be proud of.



You will be part of integrating the Baltic States into the European rail network and building a new economic corridor to bring long-term benefits to the Baltic region and its people. You will work with a cross-border team of more than 200 of the brightest minds in the industry.



We are looking for a new enthusiastic colleague to join our growing team in the position of **Document Controller**.

## Job summary

Document Controller will assist in developing Document Control Management processes as well as Document Control tool structure and workflow. You will also ensure Document Control requirements compliance in all Rail Baltica involved Parties.

## What's in it for you



A job with purpose and impact



Exceptional international project experience



Innovation-driven work



Professional and self-development



Flexible work arrangement



Benefits and Bonus programme



Supportive network of professional colleagues



Salary from 1800 EUR (before taxes)



## We will entrust you to

- Being the first point of contact on local sub-projects and contracts information management. Providing support and guidance in the use of EDMS to the project members - training, DCM Procedure & CDE study, document distribution, etc.
- Ensure and enforce the Document Control Management Procedure implementation processes in the Rail Baltica Global Project
- Organize the incoming/outgoing document and contract deliverables flow using the appropriate EDMS in accordance with the Document Management Procedures and the instructions of the Project Manager
- Identifying deficient documents, notifying the Document producer, and requesting re-submittal further to remedial measures

## To succeed, you should have

- Understanding of IT processes and system integration across different software platforms
- Outstanding organizational abilities and technical mindset
- Fluent in English and good command of technical English
- Strives for continuous improvement and perfectionism in every detail

## 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 recruitment partners SIA "Recruitment Latvia": [rbrail@cvor.lv](mailto:rbrail@cvor.lv) by the deadline date.

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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