



Vacancy

Technical Project Coordinator

RB RAIL AS Branch office in Tallinn, Estonia



Rail Baltica is a once-in-a-lifetime infrastructure megaproject – if you're looking for a meaningful work 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 **Technical Project Coordinator, Estonia**.

Job summary

Technical Project Coordinator, Estonia will play a key role serving as a deputy to Project Manager responsible for greenfield Railway Design projects in Estonia, supporting Client's representative tasks and functions.

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 professionals



Competitive salary

We will entrust you to

- Co-ordinate the Detailed Technical Designs Estonian sections Design Expertise and Review service from the Client side as the Employer's Representative.
- Coordinate and control internal resources and third parties/vendors.
- Organize and facilitate project team meetings to achieve the planned results.
- Use appropriate verification techniques to manage changes in project scope, schedule, and costs.
- Close cooperation with national Implementing Bodies and other stakeholders.
- Measure project performance and report to Technical Project Managers.
- Assist Technical Project Managers on assigned daily technical tasks; substitute during the absence if needed.
- Perform risk management to minimize project risks.
- Create and maintain project documentation within the scope of the work responsibilities.

To succeed, you should have

- Bachelor's degree or equivalent in Civil Engineering; can be last year student.
- Previous experience in cooperation with customers, project management is desired.
- Proficient in the MS Office Suite, and cad/modelling software.
- Outstanding organizational abilities and technical mindset.
- Fluent in English and Estonian, and a good command of technical English.
- Resilient to coping with conflicting demands, able to prioritize duties and work under pressure.
- High ethical standards, honesty, and impeccable reputation.
- Able to benchmark and apply best practices of infrastructure projects.
- Solid oral and written presentation skills.
- Strive for continuous improvement and precision 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 "TECHNICAL PROJECT COORDINATOR" to RB Rail AS recruitment partners SIA "Recruitment Latvia": 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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