



Vacancy

Office Administrator

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 **Office Administrator, Estonia**.

Job summary

Office Administrator, Estonia will be responsible for coordinating Tallinn branch office daily activities and business travels, organising different document flow, help and support branch employees in administrative matters.

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

- Meet and greet company guests and support the organisation of different RB Rail global events
- Coordinate daily office activities as well as organize Branch events and meetings
- Organise document flow and book business travels
- Take care of all issues related to office space rent, maintenance and furnishing; Keep track on supplies required, make orders, and organise necessary procurements
- Coordinate occupational safety and health issues according to national legislations

To succeed, you should have

- At least 3 years of experience in a relevant role in international environment
- Good understanding of office management procedures and basic accounting principles
- Excellent organizational and process management skills

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 "OFFICE ADMINISTRATOR" 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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