



Vacancy

## Technical Assistant / Document Controller

RB Rail AS office in Vilnius, Lithuania



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 **Technical Assistant/Document Controller**.

### Job summary

In this role you will be supporting Project coordinator in daily tasks, archiving files, and ensuring all team members of the Roads team in Civil Works and Stations department have access to necessary documentation.

You'll support RB Rail procedures by maintaining transparent, up-to-date, and easily traceable documents.

### 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

- Assist in technical review in project management software, constantly update technical review calendar (MS Teams), provide all necessary information, file locations, deadlines etc for internal experts;
- Ensure that all submitted technical documents provided by Consultant for deliverable technical review are in accordance with contract, technically flawless and in correct format, all incoming reports and checklists have the necessary information required to fulfil contractual obligations;
- Ensure that all incoming and outgoing documents have no errors in filenames, revisions, submissions, etc before submitting them to the recipient departments;
- Assist department coordinator with daily tasks regarding consolidation and coordination meeting activities;
- Create reports to Technical division management based on available data.

## To succeed you should have

- At least 2 years experience as a Document Controller, Project Technical Assistant, or any similar role;
- Preferably Bachelor in Engineering field (can be substituted with practical experience);
- Strong proficiency in the Microsoft 365 productivity tools, incl. but not limited to MS Teams and Office Suite, as well as strong overall computer and online literacy;
- Fluent in English and Lithuanian, 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.

## 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 Assistant/Document Controller" to RB Rail AS recruitment partners SIA "Recruitment Latvia": [rbrail@cvor.lv](mailto:rbrail@cvor.lv) by the deadline date.

RB Rail AS as a controller and SIA Recruitment Latvia as its respective partner ensures that data processing within recruitment process (for recruitment and hiring related purposes) is carried out in accordance with regulations on the protection of personal data processing.

More information regarding candidates' personal data processing is available here: <https://www.railbaltica.org/about-rail-baltica/candidates-personal-data-privacy-note/>



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