



Vacancy

Document Controller

RB Rail AS office in Tallinn, Estonia



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, Estonia**.

Job summary

Document Controller will ensure and enforce the Document Management Procedure implementation processes in the Rail Baltica Global Project, ensure Document Control requirements compliance in all Rail Baltica involved Parties, and will be the first point of contact on information management. Document Controller will be providing support and guidance in the use of EDMS.

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



Competitive salary



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.
- Maintaining the EDMS dataset (Metadata) to ensure all incoming and outgoing submissions have been quality checked prior to release. Policing the integrity of the metadata associated with the documentation loaded into the EDMS by ensuring all fields are populated and correct
- 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
- Strive 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 ESTONIA" to RB Rail AS recruitment partners SIA Recruitment Latvia: 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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