



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

The main responsibilities of Document Controller will be to assist in developing the Document Control Management processes and the Document Control tool structure and workflow, as well as ensure and enforce Document Control requirements implementation 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 control-command and signaling, electrification projects and contracts information management. Providing support and guidance in the use of electrical document management system (EDMS) to the project members - training, Document Control Management (DCM) Procedure & common data environment (CDE) study, document distribution, etc.
- Identifying deficient documents, notifying the Document Producer, and requesting re-submittal further to remedial measures
- Organize the incoming/outgoing document and contract deliverables flow using the appropriate EDMS in accordance with the Document Management Processes, DCM guidance and the instructions of the Project Manager
- Ensure and enforce the Document Control Management Procedure implementation processes in the Rail Baltica Global Project

## 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 in English with the subject "DOCUMENT CONTROLLER, LATVIA" to RB Rail AS recruitment partners SIA ASTRAL Executive Search: [railbaltica@astralexecutive.com](mailto:railbaltica@astralexecutive.com) by the deadline date.

RB Rail AS as a controller and SIA ASTRAL Executive Search 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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