



Vacancy

## Technical Assistant

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 **Technical Assistant**.

## Job summary

The main responsibilities of Technical Assistant will be to support Project coordinator in daily tasks, archiving files and ensuring all team members have access to necessary documentation. Ultimately, Technical Assistant supports RB Rail AS procedures 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 1900 EUR (before taxes)



## We will entrust you to

- Ensure that all incoming and outgoing documents have no errors in filenames, revisions, submissions, etc before submitting them to the recipient departments;
- Assist (prepare documents for responsible person) 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.

## To succeed, you should have

- Experience as a project technical assistant in the field of Engineering
- 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 "TECHNICAL ASSSISTANT" 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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