



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 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 **Document Controller**.

Job summary

The primary responsibilities of the Document Controller will be to ensure and enforce Document Control requirements implementation in all Rail Baltica involved Parties; be the first point of contact on CCS (control-command and signalling) and ENE (energy subsystem) projects and contracts document management and ensure CCS and ENE Projects implementation according to their contracts.

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



Salary from 2000 EUR (before taxes)

We will entrust you to

- Provide support and guidance in the Document Management Processes and the use of RB Rail AS EDMS.
- Identify deficient documents, notify the Document Producer, and request 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
- Enforce the Document Management Plan and relevant procedures implementation 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 and motivation letter in English with the subject "Document Controller" to RB Rail AS recruitment partners SIA ASTRAL Executive Search: 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/>



**Co-financed by the Connecting Europe
Facility of the European Union**

RB Rail AS
Reg. No. 40103845025
Address: Satekles 2b, Riga, LV-1050, Latvia
Website: www.railbaltica.org