



Vacancy

## Technical Coordinator (temporary – 1,5 years)

RB RAIL AS office in Riga, Latvia



Rail Baltica is a once-in-a-lifetime infrastructure megaproject – if you're looking for meaningful job in an international setting, look no further. This is where you can make an impact to be proud of.



You will lend a hand in 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 brightest minds in the industry.



We are looking for a new enthusiastic colleague to join our growing team in a position of **Technical Coordinator**.

### Job summary

The primary responsibilities of Technical Coordinator include support Project coordinator in daily tasks, archiving files and ensuring all team members have access to necessary documentation. To be successful in this role should have previous experience reviewing technical documents along with the ability to spot errors.

Ultimately, Technical Coordinator supports our 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 EUR 2000 (before taxes)

## We will entrust you to

- Ensure that all incoming and outgoing documents have no errors in filenames, revisions, submissions, etc. before submitting it 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
- Ensure that all incoming reports and checklists from Consultant to Technical division teams have all necessary information required in order to fill Clients contractual obligations
- Assist department coordinator with daily tasks regarding consolidation and coordination meeting activities
- Manage the flow of documentation within the Technical Department

## To succeed, you should have

- Desired BSc in Engineering field or good experience as document controller or technical assistant or Project Management
- 2 years' experience as project technical assistant in the field of Engineering
- Fluent in English and the local language, and a good command of technical English
- 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 COORDINATOR" 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/>.

