



Vacancy

## Document Controller

RB RAIL AS office in Riga (Latvia) or Vilnius (Lithuania)



Rail Baltica is a once-in-a-lifetime infrastructure megaproject – if you're looking for meaningful work 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 **Document Controller**.

## Job summary

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. Being the first point of contact on information management. 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



Salary from 2000 EUR (before taxes)



## We will entrust you to

- Be the first point of contact on information management. Provide support and guidance in the use of EDMS to the project members - training, DM Procedure & CDE study, document distribution, etc.
- Maintain 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
- Quality check all documentation on EDMS. Ensure document contents, such as numbers, titles, revisions, dates, authors, suitability codes, signatures are all complete and accurate of both electronic and hard copy documents
- Coordinate with external parties, including contractors and consultants, to ensure their adherence to document management protocols and standards
- Ensure compliance to the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents.

## To succeed, you should have

- Proficient knowledge in the MS Office Suite
- Knowledge of data validation techniques to ensure the accuracy and integrity of data within documents
- Outstanding organizational abilities and technical mindset
- Fluency in English and good command of technical English; Lithuanian/Latvian language skills will be considered as an advantage
- Detail-oriented personality, who strives for continuous improvement

## 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](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/>

