



Vacancy

Project Coordinator

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 **Project Coordinator**.

Job summary

Reporting to the Head of System Engineering and Assurance (SEA) Department, the Project Coordinator provides overall support to the management of the department and all its teams, contributes to the coordination and planning of the Department activities to ensure that the goals and objectives of the SEA Department are accomplished within the defined time frames, within the budget and to the highest level of quality.

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 2700 EUR (before taxes)

We will entrust you to

- Assist the SEA Head of Department (HoD) to plan and manage the tasks related to the System Engineering and System Assurance mission
- Support the SEA teams in the management of the documentation received from different stakeholders, and to coordinate the review tasks
- Coordinate with other departments inside RB Rail regarding coordination of activities, update of organisation and processes and budgets preparation
- Organize meetings and provide necessary support to the HoD and team leaders (recording, minutes).

To succeed, you should have

- Secondary vocational or bachelor's degree in construction / design, engineering or project management or equivalent field, with some experience in construction / design / project management
- Soft skills: effective time management and organizational skills, teamwork, effective communication skills both verbal and in writing, high level of responsibility, ability to handle large information volume; continuous improvement
- Previous experience with PRIMAVERA P6 and/or MS Project will be considered an advantage
- Proficient in Microsoft Office tools (Outlook, Word, Excel, PowerPoint, etc)
- Good command of spoken and written English and local language.

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 "PROJECT COORDINATOR" 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/>



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