



## Vacancy

# Technical Project Coordinator

RB RAIL AS office in Riga, Latvia



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 **Technical Project Coordinator**.

## Job summary

Technical Project Coordinator provides overall support to the success to the Rail Baltica project, contributes to the coordination and planning of activities of an assigned project to ensure that the goals and objectives of the project are accomplished within the prescribed time frame, funding parameters 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 2000 EUR (before taxes)



## We will entrust you to

- Assist to Technical Project Manager related to planning and management of the tasks related to the Project, substitute Technical Project manager within own competence
- Organize the incoming/outgoing document and contract deliverables flow in accordance with the company procedures and the instructions of the direct manager
- Prepare initial drafts of the letters
- Assist Technical Project Manager in communication with Stakeholders (utility companies, private landowners, municipalities and public authorities etc.), designers and companies involved in construction process

## To succeed, you should have

- Secondary vocational or Bachelor's degree in construction / design, engineering or project management or equivalent field
- Ability to read and understand construction documents, technical standards, legislation and internal regulations
- Effective communication skills both verbal and in writing, and a strong mechanical aptitude
- Precision, high level of responsibility
- Good command of spoken and written English and Latvian languages

## 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 PROJECT 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/>



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