



Vacancy

SECRETARY TO THE MANAGEMENT BOARD

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 **Secretary to the Management Board**.

Job summary

To provide legal and administrative support to the RB Rail AS Management Board in drafting, aligning and circulating of Agendas of the Meetings, (ii) taking, drafting and signing of the Minutes of the Meetings, as well as drafting and signing any derivations (e.g. copies, extracts) of the Minutes, where required, (iii) reviewing and drafting of decisions by the Management Board to ensure their adoption at the Meeting of the Management Board in accordance with the applicable Laws, contractual clauses applicable to the Rail Baltica Project and internal procedures and regulations of RB Rail AS, (iv) dissemination of Decisions by the Management Board.

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

- Scheduling and organizing the Management Board (MB) meetings; taking accurate minutes, organizing the approval and signing of the minutes, preparing derivations from the minutes;
- Monitoring the alignment and approval of MB Materials via electronic document registry system (EDMS) and uploading the corresponding MB Decisions;
- Drafting the Agenda for the MB Meetings and review of MB Materials and the draft MB Decisions and their compliance with the internal RBR procedures and Articles of Association;
- Maintaining the registry of the decisions and following-up on the tasks following from the MB Decisions and reporting to the MB on the status of completion of the tasks;
- Provide legal and administrative support to the Supervisory Board (SB) in passing over the decisions by MB and the corresponding documents for review and approval by SB and its committees, as well as to the General Meeting by the Shareholders;
- Organise and take the Minutes of the Meeting for the Senior Management Meeting.

To succeed, you should have

- Bachelor's degree in Law;
- A minimum of 2 years as the legal assistant or in a comparable position;
- Excellent spoken and written English language skills; experience in drafting business documents in English;
- High sense of accountability, discretion, and confidentiality;
- Excellent planning, co-ordination and follow through skill, Organisational & Stakeholder Awareness.

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 "MANAGEMENT BOARD SECRETARY" 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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