



Vacancy

## Procurement Specialist

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 **Procurement Specialist**.

## Job summary

Procurement Specialist, Latvia will be responsible for undertaking the Rail Baltica project procurement activities in accordance with project objectives for the joint venture and managing procurement exercises according to the annual procurement plan and any emerging project requirements within its own area of responsibility. In particular, participate in the procurement commissions, develop procurement documentation, provide advice and guidance regarding procurement law and regulations to the contract/project delivery team, as well as provide support with market research.

## 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 2200 EUR (before taxes)



## We will entrust you to

- Preparation of tender documentation, including review of technical specifications within own area of responsibility
- Participation in the procurement commissions in the status of a commission member and/or commission secretary
- Provide assistance with the review of possible contract supervision questions in ensuring that contract implementation is aligned with the public procurement law
- Work in partnership with other departments to create accurate and timely updates, escalate issues, and to implement resolutions in relation with procurement exercises within own area of responsibility
- Market research / support with market research to identify potential suppliers, global and local sourcing, cooperation with experts and consultants

## To succeed, you should have

- 3+ years of experience in managing procurement exercises with a proven track record of success managing small-to-medium scale, preferably infrastructure and/or railway procurement exercises
- Must have experience with a proven record of accomplishment of procurement documentation development and participation in the procurement commissions
- Good knowledge of the Public Procurement Law of Republic of Latvia and EU procurement directives
- Fluent in 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 "PROCUREMENT SPECIALIST" 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/>



Co-funded by  
the European Union