



Vacancy

Document Management 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 **Document Management Specialist**.

Job summary

We are looking for a highly organized Document Management Specialist to manage documents and assist with document preparation, formatting and control to ensure consistency and professionalism in documentation.

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 2000 EUR (before taxes)



We will entrust you to

- Perform document control by checking document attributes such as document number, revision, author, date, etc.
- Provide support to business units by formatting documents, ensuring consistency with corporate standards and improving readability and presentation.
- Assist with questions related to document management.

To succeed, you should have

- Relevant education and previous experience in document management or control.
- Strong understanding of document lifecycle management, including classification, storage, and retrieval.
- Proficient user of Microsoft Office tools.
- Excellent written and verbal communication skills in English.
- Strong attention to details is crucial to ensure document accuracy and compliance with internal policies and external regulations.

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 Management Specialist" to RB Rail AS recruitment partners Alliance for Recruitment: railbaltica@afr.lv by the deadline date.

RB Rail AS as a controller and Alliance for Recruitment 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**

RB Rail AS
Reg. No. 40103845025
Address: Satekles iela 28, Riga, Latvia, LV-1050
Website: www.railbaltica.org