



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 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 **Project Coordinator**.

Job summary

The Project Coordinator plays a pivotal role in supporting the implementation of projects and activities within the Strategy & Economics Department. This multidimensional position involves coordination, administration, and reporting, with a focus on strategic initiatives and horizontal project studies.

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 2500 EUR (before taxes)



We will entrust you to

- Provide administrative support and project coordination for Rail Baltica Global Project activities under the responsibility area
- Ensure a streamlined interface for horizontal tasks/enquiries with the company's administrative/support departments
- Assist in budget planning and supervision
- Coordinate Strategy and Economics reporting duties as well as take active part in final report preparation
- Manage external and internal audit inquiries
- Oversee task execution, document flow, information management, KPI monitoring, and Activity Milestone achievement

To succeed, you should have

- A Bachelor's degree in project management, business administration, transport management, infrastructure development, finance, EU studies, or a related field relevant to the Rail Baltica project
- At least 3 years of professional experience related to large project management, stakeholder management, reporting, and task coordination
- Budget planning and supervision skills
- Proficiency in Microsoft 365 productivity tools and strong overall computer and online literacy
- Fluency in English (both written and spoken)
- Strong communication and interpersonal abilities, with the capability to work effectively with cross-functional team

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 job@railbaltica.org by the deadline date.

RB Rail AS as a controller 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/>

