



Vacancy

Head of HRM and Administration Department

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 **Head of HRM and Administration Department**.

Job summary

The Head of HRM and Administration Department will lead and manage the Human Resources and Administration teams, ensuring alignment with RB Rail AS's strategic objectives and megaproject implementation needs. This role involves developing and implementing HR systems, coordinating organizational structure, and executing recruitment initiatives to attract top talent. The candidate will collaborate with senior management to enhance employee engagement, oversee talent management processes, and ensure compliance with national laws and industry best practices.

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 5000 EUR (before taxes)



We will entrust you to

- Lead the HR and Administration teams, fostering an environment of open communication and collaboration to support RB Rail in achieving its strategic objectives
- Participate in the coordination process of the organizational structure, ensuring alignment with global project needs
- Strategically plan and execute recruitment initiatives, ensuring the timely acquisition of top talent and providing guidance throughout the recruitment process. Manage relationships with external recruitment agencies
- Collaborate with senior management and respective departments in the development of effective internal communication strategies and processes to enhance employee engagement, morale, and productivity
- Ensure fair and accurate compensation and benefits policy based on salary benchmark and internal equity
- Prepare and implement HRM policies and procedures. Develop HRM and Administration KPIs and ensure data-driven decision making.

To succeed, you should have

- At least 10 years of experience in leading a team and in a leadership role in international business, preferably in infrastructure or transportation
- Skills to understand the company's strategic and operational goals and translate them into department goals
- Comfortable communicating with all levels of management (i.e. Management Board, Supervisory Board, public authorities) as well as communicating and coordinating with multiple stakeholders
- Strong problem-solving skills including risk factor assessment, information analysis
- Ability to prioritize and oversee multiple activities in a changing and dynamic environment.

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 "HEAD OF HRM AND ADMINISTRATION" 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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