



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 and formatting 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

- Assist with the creation, classification, and organization of documents, providing supervision and guidance to ensure accuracy and compliance with established guidelines.
- Assist in the implementation and refinement of document management procedures, working closely with the Corporate Document Manager.
- Provide support to business units by formatting documents, ensuring consistency with corporate standards and improving readability and presentation.
- Perform verification of the documentation attributes, like document number, author, date, etc.
- Ensure timely and efficient retrieval of documents for internal and external stakeholders, maintaining proper records throughout the document lifecycle.
- Provide guidance to employees on proper document handling, formatting, storage, and retrieval practices within the EDMS.

To succeed, you should have

- Minimum of 3 years of experience in document management or control.
- Experience with document formatting and ensuring compliance with corporate style guidelines.
- Strong understanding of document lifecycle management, including classification, storage, and retrieval.
- Excellent organizational, communication, and interpersonal skills, with the ability to work collaboratively across departments.
- Strong attention to detail, ensuring document accuracy and compliance with internal policies and external regulations.
- Knowledge/skills of Electronic Document Management Systems (EDMS) will be considered an advantage.
- Experience in a regulated industry (e.g., finance, legal, healthcare) with a focus on document management will be considered an advantage.
- Expertise in document classification, archiving, and retrieval will be considered an advantage.
- Fluency in English as the primary working language.

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 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/>



Co-funded by
the European Union

RB Rail AS

Reg. No. 40103845025

Address: Satekles iela 28, Riga, Latvia, LV-1050

Website: www.railbaltica.org