



Vacancy

Contract Manager

RB Rail AS office in Riga, Latvia



Rail Baltica is a once-in-a-lifetime infrastructure megaproject – if you're looking for a meaningful work in an international setting, look no further. This is where you can make an impact to be proud of.



You will be part of 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 of the brightest minds in the industry.



We are looking for a new enthusiastic colleague to join our international team in the position of **Contract Manager**.

Job summary

Contract Manager (Lawyer) is responsible for the compliance of RB Rail AS transactions in accordance to the national laws and regulations. Responsible for protecting contractual and legal interests as well as preparing necessary internal documentation. Conduct business advice in Civil law and Construction law, GDPR, public procurement law as well as other legal issues. The overall role will be focused on providing contracts and commercial support to the Commercial and Contract Management Department and projects managers of all contracts managed by RB Rail AS.

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 professionals



Salary from 3500 EUR (before taxes)

We will entrust you to

- Perform assigned commercial and contract activities, provide cross-functional support, and offer opinions and guidance to RB Rail AS departments, senior management, and stakeholders.
- Prepare and oversee agreements and legal documents, including memorandums, Non-Disclosure Agreements, Powers of Attorney, and other documents with suppliers, contractors, and stakeholders.
- Maintain and improve daily legal support across various legal fields (e.g., public procurement, contractual, employment, and construction matters), manage legal matters related to contracts, and ensure compliance with Latvian and European Union laws as well as internal policies and procedures.
- Represent RB Rail AS with third parties, state institutions, courts, and other stakeholders under a special mandate, while ensuring effective communication, handling applications, complaints, and proposals, and facilitating the exchange of information between RB Rail AS and contractors.

To succeed, you should have

- Master's degree in law from a reputable university with strong academic performance.
- At least 3 years post university work experience in last 7 years with a proven, sound track record working as Lawyer or in higher position in a dispute resolution or corporate law practice of a reputable law firm or as in-house lawyer or in higher position of the private or state owned company in the European Union.
- Experience in work with design and construction contracts, experience with FIDIC contracts or construction related dispute resolution will be considered as an advantage.
- Understanding of civil law, as well as of public procurement law, Real Estate and Construction law and administrative process.
- Good understanding of Latvian legal framework, incl., public procurement in general, good understanding of the construction process will be considered as an advantage.
- Proficient user of MS Office suite and perfect knowledge of Latvian and legal English (verbal, written), including hands-on experience in drafting legal documents in both 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 "Contract Manager" 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-financed by the Connecting Europe
Facility of the European Union**

RB Rail AS
Reg. No. 40103845025
Address: Satekles 2b, Riga, LV-1050, Latvia
Website: www.railbaltica.org