



Vacancy

Corporate & Governance Support Officer

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 **Corporate & Governance Support Officer.**

Job summary

Corporate & Governance Support Officer will be responsible for supporting development, implementation, and enhancement of corporate governance frameworks within its own area of responsibility. As well will ensure compliance, efficiency, and risk management while driving process improvements and facilitating effective communication and reporting across the organization.

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 2700 EUR (before taxes)



We will entrust you to

- Develop, maintain and enhance internal control system;
- Assist in development, implementation, and monitoring of corporate governance policies and procedures;
- Monitor the implementation of external and internal audit recommendations;
- Coordinate external queries and contribute to the elaboration of requested data and information in response to external inquiries;
- Develop presentations and other ad-hoc documentation as required to support governance activities.

To succeed, you should have

- 3+ years of relevant professional experience in corporate governance, internal controls, risk management, internal audit or related fields;
- Excellent written and verbal communication skills in English;
- Bachelor's degree in business administration, finance, accounting, law, economics or a related field;
- Proven track record in developing, implementing, and monitoring governance policies and procedures;
- Strong interpersonal skills to effectively collaborate with cross-functional teams and coordinate external inquiries and prepare concise reports and presentations..

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 "CORPORATE & GOVERNANCE SUPPORT OFFICER" 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

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