



Vacancy

## Technical Project Coordinator

RB RAIL AS office in Tallinn, Estonia



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 **Technical Project Coordinator**.

## Job summary

The primary responsibilities of Technical Project Coordinator will be to serve as a deputy to Technical Project Manager mainly in the Estonian part of the Project, by providing overall support to the success of the Project Management team and contributing to the coordination and planning of activities of an assigned project to ensure that the goals and objectives of the project are accomplished within the prescribed time frame, funding parameters and to the highest level of quality.

## 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 2300 EUR (before taxes)

## We will entrust you to

- Handle, organize and distribute the incoming and outgoing technical documentation for AsBo (EU Directive 2013/402) and NoBo (EU Directive 2016/797) services mostly related with Estonian project sections in accordance with the company procedures and the instructions of the Direct Manager
- Coordinate internal resources and third parties for seamless task execution and project delivery while processing communications, coordinating responses with the Technical Project Manager, and distributing relevant information to stakeholders
- Measure project performance and report to the Direct Manager
- Organize meetings, support the Technical Project Manager, and, when necessary, record minutes, align with participants, and distribute them

## To succeed, you should have

- 2+ years' experience in infrastructure construction/ design expertise
- Secondary vocational or Bachelors' degree in civil engineering, system engineering, project management or quality management or equivalent field
- Proficiency in basic Microsoft Office tools (Outlook, Word, Excel, PowerPoint, etc.)
- Proficiency in Power BI will be considered as an advantage
- Good command of spoken and written English and Estonian 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 "TECHNICAL PROJECT COORDINATOR" to RB Rail AS recruitment partner HR factory: railbaltica@hrfactory.com by the deadline date.

RB Rail AS as a controller and HR factory 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

RB Rail AS

Reg. No. 40103845025

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