



Vacancy

Business Process Manager

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 **Business Process Manager**.

Job summary

To lead the development, documentation, and optimization of business processes, ensuring efficiency, consistency, and scalability across operations. This role aims to drive process excellence through performance measurement, workflow standardization, and automation, while fostering a culture of continuous improvement and compliance with organizational standards.

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 3800 EUR (before taxes)



We will entrust you to

- Develop and maintain company's end-to-end process map, ensuring accurate documentation of all business operations.
- Design and implement standardized workflows to enhance efficiency and consistency across departments.
- Define and monitor performance metrics, analyze data, and prepare reports to drive improvements.
- Lead process optimization initiatives, focusing on automation, cost reduction, and operational scalability.
- Conduct audits to ensure compliance and provide training to promote continuous process improvement.

To succeed, you should have

- Bachelor's degree, with certifications in BPM (e.g., Six Sigma, Lean) preferred.
- 3+ years of experience in process optimization and performance analysis.
- Strong communication, analytical, and collaboration skills.
- Proficiency in process mapping tools (e.g., Visio) and familiarity with automation solutions.
- Excellent written and verbal communication skills in English.

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 "Business Process Manager" 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/>



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