



Vacancy

Office Administrator

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 **Office Administrator**.

Job summary

Office Administrator is responsible for the general operation of the Riga office, development and maintenance of a supportive framework, including procedures to create a reliable support mechanism, to inform and educate all employees in daily operations. Position is responsible for managing correspondence, help and support office employees in administrative matters to ensure working environment that enables company's personnel and teams to deliver project in timely manner.

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 2000 EUR (before taxes)

We will entrust you to

- Coordinate office activities and operations to secure efficiency and compliance with the company's policies.
- Ensure business travel arrangements.
- Make necessary purchases according to the established procedures, including preparation of technical specifications and participating at the public procurement committees requiring a status of state official and once a year filing of a state official's declaration.
- Manage the third-party suppliers of office related goods and services; check invoices against deliverables.
- Organize all matters relating to facilities and administration, including building lease, front desk, supply resource management, ensure continuity of the office operations.

To succeed, you should have

- Higher education and previous experience in a relevant role in international environment.
- Good understanding of office management procedures and basic accounting principles.
- Strong problem-solving skills, including risk factor evaluation, information analysis.
- Excellent knowledge of MS Office, experience working with office management systems.
- Excellent written and verbal communication skills in Latvian and 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 "Office Administrator" to RB Rail AS recruitment partners Alliance for Recruitment: railbaltica@afrr.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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