



Vacancy

Senior Document Management Specialist

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 **Senior Document Management Specialist**.

Job summary

The Senior Document Management Specialist is responsible for overseeing and continuously improving the Company's document and records management, ensuring compliance, operational efficiency, and effective lifecycle management. The role also provides hands-on support for daily document handling, system usage, and interdepartmental coordination.

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 2500 EUR (before taxes)

We will entrust you to

- Provide hands-on support for daily document handling, system usage, and troubleshooting to ensure smooth operations and cross-functional collaboration.
- Actively manage, standardize, and improve document management processes across the Company to ensure efficiency, compliance, and user-friendliness.
- Monitor and follow up on overdue tasks in the Electronic Document Management System (EDMS) related to administrative documents; investigate delays and implement corrective action
- Organize and supervise archiving, retention, and disposal activities in accordance with established procedures and legal requirements
- Maintain the Company's taxonomy and classification system (including the document scheme/Nomenclature) in coordination with internal stakeholders and the State Archives. Ensure timely updates in line with internal policies and external regulations

To succeed, you should have

- 5+ years' experience in document management, including experience in state or municipality institutions
- Experience in work with document archiving and nomenclature, including work experience with State Archives.
- Excellent skills in MS Office package especially MS Word
- Good organizational skills and attention to detail.
- Resilient in managing conflicting demands, able to prioritize tasks, and work effectively under pressure in a fast-paced, deadline-driven environment
- Experience in working with any Electronic Document Management System (EDMS)
- Experience with DocLogix and MS SharePoint and its services will be considered as advantage
- Good knowledge of English language.

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 "Senior Document Management Specialist" 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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