



CERTIFER is a French railway certification company founded in 1997. The CERTIFER group, headquartered in Valenciennes (France), is present in ten countries with subsidiaries in Algeria, Australia, Belgium, Brazil, France, In Italy, Spain, Germany, Austria, the Netherlands, In China and Turkey and branches in the United Arab Emirates and Vietnam.

The CERTIFER group acts as a designated organization (Debo) in Belgium, France, Algeria, Luxembourg, and Italy, In Spain, Switzerland and Turkey and as notified Body (Nobo) at European level. CERTIFER is also recognized as an ISA (independent safety assessment) and as an evaluation body (ASBO).

In order to strengthen its team CERTIFER is looking for a **TECHNICAL COORDINATOR** based in Riga (Latvia)

CONTEXT

One year after being awarded as **Notified Body** (with Network Certification Body (NCB)), **CERTIFER** has been selected as **Assessment Body** for the entire **Rail Baltica line**, from the design through the construction to project integration. CERTIFER's role will be to deliver the different EC certificates of verification, as well as the different final safety assessment reports that are a mandatory part of evidence provided to National Safety Authorities for receiving Authorization for placing into service and possibility to run trains on the newbuilt Rail Baltica line.

Role:

To provide administrative and technical support to the AsBo and NoBo Project Leader and the assessment teams in their relationship with RB Rail AS members and the different Latvian stakeholders of the project.

Main tasks:

- Perform a variety of technical and support tasks to a high standard and within budget and timescales to support CERTIFER's lead assessor and assessment team activities and projects.
- Work with other members of your team build on your experience and abilities to ensure continuous support is maintained
- Collate information and reports for the assessment teams to support their activities.
- Write and/or translate official deliverables (from English issue to Latvian one) to be transmitted to the Latvian authorities.

Skills:

- 3 to 5 years of relevant professional experience in the railways sector
- Knowledge of the main European railways Directives/Regulations (Technical Specification for Interoperability, Common Safety Methods, ...)
- Excellent writing, text editing, presentation, and communication skills in Latvian and English (Estonian and/or Lithuanian rudiments would be appreciable)
- Multi-tasking and organisation skills which should include diary management, meetings, and team administrative support
- Knowledge of Office based software, including Word, Excel, PowerPoint, Outlook, SharePoint...
- Communication skills, including face to face, telephone, email and written with senior level stakeholders and internal staff.

Work Location: Riga - Latvia

What we offer :

- ✓ A motivating work environment within a group by development with many opportunities
- ✓ A strong growth sector in Europe and the world
- ✓ An indefinite contract
- ✓ Pay adapted to skills and experience

Interested? Send your application by e-mail recrutement@certifer.eu