

Provisional Call for Sales & Timetabling/TTR Assistant

(position to be approved by the RNE General Assembly in December 2019)

RailNetEurope (RNE) is an association of European Infrastructure Managers (IMs) and Allocation Bodies (ABs) with the common goal of facilitating international traffic on the European rail infrastructure and increasing the efficiency of the IM's/AB's processes. A key element for facilitating access to the European rail network is a harmonised timetabling process for international train path requests. It is RNE's role to continuously improve and further develop this process.

Along with the ongoing work on implementing measures for a better harmonisation of the international timetabling process, RNE (in cooperation with FTE) has started the programme 'Redesign of the International Timetabling Process' (TTR). The objectives are: clear market orientation, greater reliability and punctuality, improved commitment to the international timetabling process by all parties involved, greater efficiency and quality in terms of capacities and resources and a larger rail market share thanks to a better use of existing track capacity.

With TTR being a programme with influence on many business fields, RNE is now looking for a Sales & Timetabling and TTR Assistant to support the team:

Responsibilities

- Active assistance of the TTR project team and the Sales & Timetabling (S&TT) team in its day-to-day business, in particular:
 - Preparation of meetings and events, including writing and provision of meeting minutes
 - Preparation of TTR documents and presentations, including provision of templates
 - Publication and updating of TTR documents
 - Continuously updating stakeholder and contact lists
 - Communication with stakeholders, including reporting to main stakeholders and sponsors
 - Preparation of various communications media (brochures, newsletters, website, news feeds, etc.), drafting content based on experts' inputs, managing contact to external providers and keeping all media up to date
 - Support in project monitoring (e.g. milestone monitoring, updating project documentation) and connection point between related working groups and task forces.

Qualifications & Skills

- Excellent command of both spoken and written English
- Advanced MS-Office skills, especially MS Word, MS PowerPoint and MS Excel (ability to deliver outputs of high quality and appropriate design), and high learning capacity as regards IT systems
- Ability to structure and simplify complex subjects for external communication
- Very high level of social competency
- Ability to travel and to work under pressure
- Ability to work in an international context and in multidisciplinary teams
- Professional experience in transport business, specifically in the railway sector, and/or project management preferred

The minimum gross salary is EUR 40,000 per year, depending on the qualifications of the candidate. Place of work is the RNE Joint Office in Vienna.

The tasks and responsibilities may change depending on the objectives and organisation of the association.

Candidates shall be available as soon as possible.

If you are interested in the position, please send your CV together with a letter of motivation (including possible starting date and salary expectations) by 11th October 2019 to Mr. Philipp Koiser, RNE Sales & Timetabling Manager / Leader of the TTR Programme: philipp.koiser@rne.eu.