

Association Rail Freight Corridor Scandinavian Mediterranean
Praterstern 4, Vienna 1020 – Austria –
c/o OeBB Infrastruktur
www.scanmedfreight.eu

Preliminary Call for ScanMed RFC Administration and Communication Officer

ScanMed RFC is an association of European Infrastructure Managers (IMs) and Allocation Bodies (ABs) with the common goal to facilitate international rail traffic on the Scandinavian-Mediterranean Corridor and to increase the efficiency of the IM's/AB's processes.

Detailed information can be found on ScanMed's website: www.scanmedfreight.eu

Responsibilities / Main Tasks:

- Administration: Manage invoices (check, storage, and administer) through an invoice list (Excel, Word, SharePoint, OneDrive). File storage and similar organizational duties
- Drafting and finalizing Agenda, Minutes, and supporting documents for Governance Meetings. According to standard practice, approximately 12-15 meetings per year in Europe are reimbursement of travel expenses
- The officer manages lists containing experts and customers, calendar of the association.
- Communication: Preparation and publication of news on the website, LinkedIn, and Twitter. Other social media could be enacted. Preparation and publication of documents, report, papers, gathering input from experts for Annual reports, Progress reports, Incident reports, etc.
- Organize surveys using Survio, Microsoft Forms, or similar software
- Logistics: Organization and practicalities for participation in events, fairs, workshops, and similar activities. Organizing meetings, using Doodle and related software. Participation at European meetings through TelCos for joint events and initiatives with partners

The position has substantial European exposure within the transport sector. Cooperation between Italian, German, Austrian, Swedish, Norwegian, and Danish Railways. Interface at a European level with Terminals, Ports, Hubs, Railway Companies.

Interaction with the European Commission (DG MOVE), European Investment Agency INEA, and the European Railway Agency ERA.

Interface with the significant European technical bodies in the sector such as RNE, FTE, CER, EIM, UIC, ERFA, UIRR, CIT, and similar associations.

Qualification & skills:

- Minimum two years of working experience
- English: Professional/fluent (C1 / C2)
- Good skills with MS Office (Word, Excel, PowerPoint, MS Teams) and social media
- Experience or Predisposition for Administration, Communication, and Logistics duties
- A precise and timely approach is needed. Working in a team with European colleagues also at a distance, similar organizations, and the association members are essential
- Supporting the Managing Director in organizing and managing the activities of the corridor

Organisation / What we offer:

- Preferably available as soon as possible
- Full-time position, hours per week according to the Austrian work contract of reference
- Located in Vienna
- Possibility for home office to a maximum extend of 50%
- Disciplinary responsible to ScanMed RFC Managing Director
- 10-15 business trips per year in Europe depending on COVID-19 restrictions. Each business trip averages two days. Reimbursement of travel expenses according to standard practice

The duties may change depending on the objectives and the organization of the association as decided by ScanMed RFC Management Board.

Candidates shall be preferably from 14 November 2022. If you have any questions regarding the position, please, feel free to contact us.

If you are interested in the position, please send your CV together with a letter of motivation (including possible starting date and salary expectations) to Mr. Furio Bombardi, Managing Director, furio.bombardi@scanmedfreight.eu.

Mandatory note:

An annual gross minimum wage according to Austrian collective agreement is **€ 40.000**, (full time – 40h/week), with willingness to negotiate overpayments in line with the market, depending on experience and qualifications.

GDPR note:

Your job application requires submission of personal information to ScanMed RFC. According to our internal rules the ScanMed RFC Management Board shall appoint the staff of the ScanMed RFC. As an association of more than six companies around Europe, ScanMed RFC members provide their funding and are involved in its operations. With this said we inform all job applicants about the above particularities. Therefore, ScanMed RFC human resources personnel (or HR agency on its behalf) and ScanMed RFC management considering your application and ScanMed RFC members will have access to your personal information included in your CV.

This is our way to find a balance between transparency in our organisation and your privacy. Thus, the applicants are explicitly asked to consent to this and with the submission of your job application we consider you agree and give an explicit consent on the above distributions of your CV to the ScanMed RFC Management Board members.

In other words, by submitting your application, you consent to the processing of your personal data in the above way, and if hired, to the ongoing processing of your personal data for administrative purposes in connection with your employment.