



ADMINISTRATIVE WORKER (M/F) FOR THE INTERNATIONAL DEPARTMENT

Working place

Working place: ČAKOVEC, MEĐIMURSKA ŽUPANIJA
Number of workers: 1
Type of employment: Indefinitely; newly opened jobs
Working time: Full time
Type of work: Shift - morning
Accommodation: No accommodation
Transport fee: Yes
Job advertisement is valid from: 18.9.2024.
Job advertisement is valid until: 11.10.2024.

Employee

Educational background:

- Minimum high school economics degree or other, with significant experience in verifying and processing requests, as well as experience in the field of client relations is desirable;
- very good knowledge of MS Office (Excel, Word, Outlook)

Languages: fluent knowledge of German or English (with very good knowledge of another language), Spanish as an additional foreign language is an advantage

Driving license: Category B

Working experience: 1 year

Other information:

As an internationally active group of control bodies, Easy-cert group AG offers company certification services according to a wide range of national and international standards for organic farming and processing of organic food, eco-textiles, as well as for a number of sustainability standards. You can find more information on our website www.easy-cert-group.com. For our company Bio Garantie d.o.o. in Croatia, we are looking for a person (m/f) full-time (40 hours per week) for the international department as soon as possible. To further expand our ever-growing team, we are looking for a full-time position.

Administrative employee in the international department performs tasks: Issuance of import certificates (short "TCs" or "COIs") for ecological products, control of sales and production documentation received from clients, communication (oral/written) with clients, colleagues and partner offices around the world, maintaining and updating records and archives (document management).

We offer: the possibility of working in one of the most important control bodies for organic production in the world, in an international environment with about 40 partners worldwide; modern IT environment; flexible working hours and the possibility of occasional work from home after the induction phase in agreement with the head of the department; thorough introduction to work and organized trainings; incentive income, in addition to covering travel expenses for work from the office.

Employer

Employer: BIO GARANTIE limited liability company for certification and control of products and quality systems, Send us your application (motivation letter and CV) by October 11, 2024 by e-mail to petra.jurinic@ceres-cert.de.

We will also be happy to answer all your questions by phone at +385 99 306 24 88 – Marko.

We look forward to your application!