



ADMINISTRATIVE EMPLOYEE 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: 21.01.2025.
Job advertisement is valid until: 15.02.2025.

As an internationally active group of certification bodies, Easy-cert group AG offers companies certification services in a wide range of national and international standards for organic farming and processing of organic food, eco-textiles, as well as various sustainability standards. More information can be found on our website at www.easy-cert-group.com.

For our company, Bio Garantie d.o.o. in Croatia, we are looking for a person (m/f) for full-time employment (40 hours per week) for the international department as soon as possible.

In order to further expand our constantly growing team, we are looking for a full-time:

Administrative Employee (m/f) for the International Department

For the following tasks:

- Updating and entering data into the company's IT system
- Updating certificates
- Entering client data
- Uploading documents into the company's system
- Other administrative tasks

What we expect:

- Education in the field of textiles, Bachelor's degree or higher;
- Or at least a high school diploma in economics or a similar field, with work experience in administrative tasks and client relations experience;
- Fluent knowledge of English, additional knowledge of German is an advantage
- Ability to work in a team, with a respectful and trusting attitude;
- High level of commitment and initiative;
- Very good knowledge of MS Office (Excel, Word, Outlook)

What we offer:

- The opportunity to work in one of the most significant certification bodies for organic production in the world, in an international environment with around 40 partners worldwide;
- A modern IT environment;
- Flexible working hours and the possibility of occasional remote work after the onboarding phase, in agreement with the department manager;
- Thorough onboarding and organized training;
- Competitive salary, with coverage of travel expenses for office work

Have we sparked your interest? Please send your application (motivation letter and CV in English) by February 15th 2025, via email to petra.jurinic@ceres-cert.de.

We will also be happy to answer any questions you may have via email or phone at +385993062488 (Marko).

We look forward to your application!