



ADMINISTRATIVE EMPLOYEE FOR THE INTERNATIONAL DEPARTMENT

Working place

Working place: ČAKOVEC, MEĐIMURSKA ŽUPANIJA

Number of workers: 1

Type of employment: fixed-term employment; maternity leave replacement

Working time: Full time

Type of work: Shift - morning

Accommodation: No accommodation

Transport fee: Yes

Job advertisement is valid from: 15.07.2026.

Job advertisement is valid until: 05.08.2026.

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 (40 hours per week) for the international department as soon as possible.

To further expand our growing team, we are looking for a full-time,

Administrative Employee (m/f) for the International Department

For the following tasks:

- Issuing import certificates (short "TCs" or "COIs") for organic products.
- Reviewing sales and production documentation submitted by clients.
- Communicating (verbally and in writing) with clients, colleagues, and partner offices worldwide.
- Maintaining and updating files and archives (document management)

What we expect:

- A minimum of a secondary school qualification in economics or a related field is preferred, or equivalent experience, with substantial experience in reviewing and processing applications, as well as experience in client relations.
- Fluent English, Spanish and/or German as an additional foreign language is an advantage
- Strong teamwork skills and the ability to build respectful and trusting working relationships.
- 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 August 05th 2026, via email to marija.savora@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!