



ADMINISTRATIVE SECRETARY (m/f)

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: The whole

Job advertisement is valid from: 7.5.2024.

Job advertisement is valid until: 21.5.2024.

Employee

Educational background:

- High school 4 years
- Master degree or primary

Languages: English

Driving license: Category B

Working experience: 1 year

Other information:

Secretary (m/f) carries out daily administrative tasks and provides administrative support to all the companies and coordinates and directs the directly responsible person, if necessary, other employees. Manages daily correspondence, receives and forwards protocols to clients, colleagues and third parties. Everyday tasks mostly relate to data or internal databases. Open and create files, prepare controller for rad, generate reports, proceed after processing, perform tasks related to sending certificates, accounts, updating databases and files. The use of computers and advanced computer programs is required, advanced computer knowledge, accuracy and precision are required, as this position will be mainly focused on external and internal data bases.

Employer

BIO GARANTIE d.o.o. responsibility for certification and product control and quality system

E-Mail contact: hrvatska@bio-garantie.hr