



QUALITY MANAGEMENT ASSISTANT

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: 14.01.2025.
Job advertisement is valid until: 15.02.2025.

The company Bio Garantie d.o.o. is an international certification company for organic production. As a member of the EASY-CERT group, in cooperation with our sister companies, we offer services in organic and sustainably produced textiles, GLOBALG.A.P. sustainable food production, as well as sustainable management for any type of producer or services provider worldwide. You can find more information on our website www.bio-garantie.hr or www.easy-cert.group.com

In order to expand our constantly growing team in the international department, we are looking for a full-time Quality Management Assistant in the international department.

Tasks and responsibilities

Participation in the creation and updating of quality management system documentation according to the requirements of international standards;

Participation in the introduction and maintenance of the quality system and accreditation standards;

- Support in conducting internal, external surveillance and reaccreditation audits of third parties;
- Participation in process analyses, root cause analyses and implementation of opportunities for improvement;
- Creation of statistical reports that are part of quality system management;
- Monitoring and pointing out changes in legal regulations and all other news in the area of accreditation standards;
- Monitoring and introduction of changes in standards and requirements for certification bodies for standards offered by the company on the market;
- Creating and updating the competence system for employees according to the requirements of the standard;
- Active participation in trainings and other activities related to quality system processes and procedures

Employee

Educational background:

- A minimum of a Bachelor's degree (after secondary education) in the field of economics, management systems, information systems, public administration, or similar, agricultural education, or food technology with experience in auditing or participation in audits.
- At least one year of work experience in the profession field
- Experience in conducting audits and certification, though not a requirement (except for agronomists or food technologists);
- Excellent knowledge of MS Office and proficient in using new media;

- Very good command of English, both written and spoken;
- Knowledge of German (spoken and written) is desirable;
- High level of dedication and initiative;
- Responsibility, ability to work in a team, and interactions based on respect and trust;
- Interest in working in certification systems, competency management, etc.;
- Excellent analytical, organizational, and communication skills.

Employer

- Work in an international environment where every individual is valued for their contribution to our multicultural society and collaboration with auditors from all over the world;
- Competitive compensation based on experience;
- Responsible, independent work in the sustainability sector;
- Dedicated and motivated team;
- Comprehensive training in the challenging field of auditing and certification;
- Dynamic IT environment;
- Flexible working hours and the possibility to work from home;
- Work for one of the most relevant groups of certification bodies in Europe and the world.

Send us your application (motivation letter and CV) by February 15th, 2025 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!