



AGRICULTURAL TECHNICIAN - ADMINISTRATOR

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: 18.12.2025.
Job advertisement is valid until: 10.01.2026.

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

For our company Bio Garantie d.o.o. in Croatia, we are looking to hire a full-time employee (m/f) for the International Department (40 hours per week) as soon as possible.

Agricultural Technician – Administrator (m/f) for the International Department

Responsibilities include:

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

Requirements:

- Minimum secondary school education – Agricultural Technician (mandatory)
- Good knowledge of agricultural production with a focus on final products
- Fluent English; knowledge of German is an advantage
- Ability to work in a team, with a respectful and trustworthy approach
- High level of commitment and initiative
- Very good command of MS Office (Excel, Word, Outlook)

We offer:

- Opportunity to work in one of the world's leading control bodies for organic production, in an international environment with approximately 40 partners worldwide
- Modern IT environment
- Flexible working hours and the possibility of occasional remote work after the onboarding phase, by agreement with the department manager
- Thorough onboarding and organized training
- Competitive salary, including coverage of commuting costs for office-based work

Interested?

Send your application (motivation letter and CV) in German and English by January 10th, 2026 to marija.savora@ceres-cert.de

We are also happy to answer any questions via email or phone at **+385 99 306 2488 (Marko)**.

We look forward to receiving your application!