



## TEXTILE SECTOR OFFICER (M/F)

### Job description

For our company Bio Garantie d.o.o. in Croatia, we are looking for a representative (m/f) for the textile sector for full time (40 hours per week).

### Tasks and responsibilities:

- issuance of transaction certificates (abbreviated as "TC")
- document management

### What we expect:

- appropriate training and/or significant experience in reviewing and processing applications is desirable, but not required
- experience in client care; good knowledge of MS Office and experienced handling of new media
- German with a very good knowledge, and preferably additional use of the English language
- high level of commitment and initiative
- responsibility, ability to work in a team and interact with respect and trust
- interest in sustainable textile industry

### Offer

- responsible, independent action in the environmental protection sector
- a dedicated and motivated team
- thorough training
- dynamic IT environment
- flexible working hours and the possibility of working from home
- work in an international environment where each person is valued for their contribution to our multicultural society

Send us your application (motivational letter, CV and certificates) to e-mail: [hrvatska@bio-garantie.hr](mailto:hrvatska@bio-garantie.hr) in English by March 15, 2024.

If you have additional questions related to the advertised position, please contact us by calling + 385 40 390 163 or by e-mail at: [hrvatska@bio-garantie.hr](mailto:hrvatska@bio-garantie.hr)

### Education level:

- secondary school 4 years
- higher or first degree

**Driving test:** category B

**Work experience:** not important

**Number of workers required:** 1

**Type of employment:** indefinite; vacant jobs

**Working hours:** full time

**Accommodation:** no accommodation

**Transport fee:** in full

**Categories:** Administrative