



## 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: 15.05.2025.

Job advertisement is valid until: 31.05.2025.

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](http://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 maternity leave replacement (40 hours per week) for the international department as soon as possible.

### Administrative Employee (m/f) for the International Department

For the following tasks:

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

### What we expect:

- At least a high school diploma in economics or a similar field, with work experience in administrative tasks and client relations experience;
- Fluent knowledge of German, additional knowledge of English is an advantage
- Ability to work in a team, with a respectful and trusting attitude;
- 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 May 31<sup>st</sup> 2025, via email to [petra.jurinic@ceres-cert.de](mailto:petra.jurinic@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!