



## Job advertisement – Secretary (m/f)

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Employer: Bio Garantie d.o.o.

Place of work: Čakovec, Međimurje County

Number of required workers: 1

Type of employment: Unspecified; vacant positions

Working hours: Full time

Accommodation: No accommodation

Transportation costs included: Yes

The competition lasts until: 30.11.2023.

Education level: Secondary school 4 years/two-year/three-year professional studies in economics, business or administration, informatics

Driving test: B category

Work experience: 1 year

### Other information / Job description:

The secretary performs daily administrative tasks and provides administrative support to all departments of the company in coordination and according to the instructions and guidelines of the directly responsible person, as well as other employees if necessary. Manages daily correspondence, performs reception and protocol handling with parties, colleagues and third parties. Opens and creates files, prepares controllers for work, generates reports, acts according to contracts, performs tasks related to sending certificates, orders, updating databases and files. It is mandatory to use a computer and advanced computer programs, more advanced knowledge of computer work, accuracy and precision in work is required because this position will be mainly focused on entering data into external and internal databases.

### Mandatory knowledge of German and English.

The application and CV must be submitted in Croatian and English, with proof of work experience and a copy of the certificate/diploma in Croatian language to e-mail: [hrvatska@bio-garantie.hr](mailto:hrvatska@bio-garantie.hr)

We will be happy to answer all your additional questions, contact us at: 040/390-163.