



## **Administrative Assistant job announcement**

### **Responsibilities:**

- Performing daily administrative tasks
- Operating the company database in Intact platform (clients data update, contracts, invoices etc.)
- Providing support to the clients/potential clients
- Data analysis, reports as requested by management
- Providing administrative support to the office manager and to the technical department
- Marketing activities – website, Facebook and newsletters set up support and maintenance

### **Competencies:**

1. Good computer skills (Microsoft Office - Word, Excel)
2. Good English knowledge (both written and spoken)
3. Experience – at least 2-years relevant experience in the administrative field
4. Skills – very well organized, responsible, team player, good communication skills

### **Company Description**

International company, member of EASY-CERT group, acting in the organic agriculture field, having offices in several European countries.

We thank you very much for your application for the Administrative Assistant position. Please note that we will select only a limited number of candidates for the next stage of recruiting, based on the most relevant experience and profile. We greatly appreciate the interest you have shown and wish you every success in your career.