

Job Advertisement

Company description: International company, member of EASY-CERT group, acting in organic agriculture field, having offices in several European countries. Our services include recognized inspections and certification of the EU organic standard and other private organic standards.

Administrative Assistant job announcement

The company Bio Garantie SRL is looking for reinforcement for the area of the back office, contract duration 1 year with the possibility of extension to unlimited duration:

Your main tasks will include:

- Customer service
- 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
- Optional - marketing activities (website, Facebook and newsletters set up support and maintenance)

Your profile:

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

We offer you:

- An interesting and responsible field of activity
- a business package subscription with a well known private operator of medical services

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.

Please send your application documents with photo, curriculum vitae and certificates by e-mail by 05.10.2023 to: romania@bio-garantie.ro

