



## ADMINISTRATIVE ASSISTANT

### Responsibilities:

- Performing daily administrative tasks
- Ensure the seamless supply chain by maintaining office supplies and equipment, placing orders with careful consideration
- Operating the company database in Intact platform (clients data update, contracts, invoices etc.)
- Providing support to clients/potential clients
- Taking over, distributing and saving all incoming emails, documents
- 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. Experience – at least 2-years relevant experience in the administrative field
2. Your attention to detail will be instrumental in ensuring the efficiency and effectiveness of our daily operations
3. Proficient in Microsoft Office Suite (Word, Excel, Outlook)
4. Good English knowledge (both written and spoken)
5. Skills – accurate communication skills, very well organized, responsible, team player
6. Ability to work both independently and in teams
7. Proactive attitude

**Contract Terms:** This position is offered on a one-year contract basis, with the possibility of extension based on performance and business needs.

### Company Description

Small 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!