



# Job Advertisement

As a member of EASY-CERT group we support farms and companies in the food sector, helping them to develop sustainably and strengthen their market position. Our services include recognized inspections and certification of the EU organic standard and other private organic standards as well as inspection of food safety standards.

The company Bio Garancia is looking for reinforcement as:

## **Administrator 40 hours/week**

### **Your main tasks will include:**

- Issuing and managing the incoming and outgoing invoices
- Recording information and data in the electronic management system used by the company
- Communication in English with members of the Easy Cert group
- Regular update of the company website
- Keeping the internal database up to date
- Supporting the daily running of the office (contacts with service providers, purchasing office supplies)
- Professional handling and storage of files and other documents
- Preparation of reports, statistics and statements
- Handling incoming and outgoing post
- Answering incoming calls and administrative issues
- Administrative tasks of the quality management department

### **Your profile:**

- Several years of relevant experience
- Excellent time-management, multi-tasking and task prioritization skills
- Attention to detail and good problem solving skills
- Excellent written and oral communication skills
- Excellent organisational and planning skills
- Positive thinking, dynamic and energetic personality
- Minimum intermediate level of English
- A cooperative personality
- Experience in invoicing



**An advantage:**

- Knowledge of Kulcssoft invoicing software
- University degree

**We offer you:**

- A pleasant working environment
- Competitive salary
- Home office opportunity (1 day per week)
- Young team

**Application form:**

If you are interested in this vacancy and would like to join a young and dynamic team, please send us your CV in Hungarian with a photo, a cover letter and your salary requirements to [info@bio-garancia.hu](mailto:info@bio-garancia.hu).

