



Certima™ has been recognized as one of the leading certification bodies in the food industry for providing auditing, training and certification services throughout Europe.

For our operational office in Sofia - Certima Ltd., we are looking for:

CUSTOMER SERVICE Coordinator

Main duties & responsibilities:

- Coordinate the delivery and logistics of our services;
- Maintain regular and proactive communication and expand the relationship with existing customers;
- Understand the underlying needs of our customer and identify new business opportunities with existing and new customers;

Main requirements:

- A team player with good communication **skills and ability** to prioritize tasks;
- Proactive and assertive approach;
- Fluency in English, both written and spoken;
- A good knowledge of food product categories and processes (possibly experience or education in food);
- Very good MS office competency - Excel is a must.

The Company Offers:

- An interesting and dynamic job in an international environment;
- An open company culture empowering people and supporting their development;
- Regular training and growth opportunities;
- Friendly working atmosphere and team spirit;

If you are interested, please send your CV and cover letter to : m.genkova@certima.org