



*Chemical Safety Environment offers qualified services, training, and computer systems in health, environment and safety when handling chemical products. This is a fantastic opportunity to join a market leading IT and consulting company with operations in Sweden, England and Germany.*

## **ADMINISTRATOR**

We are looking for a SDS-administrator and it is an advantage if you have excellent verbal and written communication skills in either:

**German**  
**Swedish**  
**Danish**  
**Finnish**  
**Spanish**  
**Portuguese**  
**Chinese**  
**Turkish**  
**French**  
**Dutch**  
**Hungarian**

### **JOB DESCRIPTION:**

As safety data administrator (SDS= safety data sheet), you will be responsible for collecting and processing information about the safety data sheets which are then stored in the company's database and in the chemical management system

### **COMPANY OFFER:**

You will work in a fast-growing international company with the opportunity to develop in your role. You will start with internal training IT system which will be your main working tool and be given support from an experienced team.

### **SKILLS/EXPERIENCE REQUIRED:**

You are required to speak and write fluent English and have good knowledge of MS Office. Knowledge of any other language listed above will be considered as an advantage. Further, you are careful and quick to take up new knowledge. You have good communication skills that enable you to quickly create good relationships both internally and externally. Furthermore, it is important to be responsive and flexible in your approach and that you have the ability to prioritize.

\* Common European Framework of Reference for Languages - Language must be B1/B2:

Independent user.

Position available immediately.

### **LOCATION**

The position will be based in Pancevo.

### **APPLICATION**

Welcome to submit your application including CV and cover letter written in English to the following email addresses: [info@cs-environment.com](mailto:info@cs-environment.com) and [biljana.cvetkovic@cs-environment.com](mailto:biljana.cvetkovic@cs-environment.com).