



## Job Description

for the position of **Research & Development Officer**

**Type:**

Part Time - Freelance (Δελτίο Παροχής Υπηρεσιών)

**Remuneration:**

Negotiable - Payable monthly

**Employer:**

NaturCert E.E. Kyprou 49, 15669, Athens. Greece

**Location:**

Non-office based - Freelance

**Contract period:**

Four semesters. First 30 days considered as assessment period.

**Skills & Qualities:**

- Excellent knowledge of Windows, Office, Internet, Email
- Ability to work in a team and alone
- Ability to work under pressure
- Ability to prioritize
- Deadline driven
- Creative & participatory attitude
- Willing & positive behavior
- Ability to perform multitasking

**Experience:**

- At least 1 to 2 years experience in environmental certification consulting and/or auditing i.e. ISO 14000, EMAS, Ecolabel, Blue Angel, FSC or other similar.
- Preferably in the tourism sector.

**Languages:**

- Fluent written and spoken English.
- Fluency in other languages will be considered a plus. Especially French, Spanish, German.

**Tasks:**

- Internet research and data collection
- Data compilation and analysis (on international green and environmental certification schemes)
- Development of criteria and standards, certification processes, auditing processes and related documentation