

IV.2. Organiser

Tier: IV

Number of executors: 1

Probation: 2 months

Position name:

- English: Organiser

- Croatian: organizator

Job description

- performs auxiliary work on the organisation of specific activities based on a yearly, monthly and weekly agenda, as instructed by their immediate supervisory,
- procures the materials and services required for the execution of activities with the authorisation of their immediate supervisor,
- directly contacts and conducts business arrangements with partners within their assigned team,
- prepares occasional reports as instructed by their immediate supervisor,
- gathers required materials and data as instructed by their immediate supervisor,
- gathers, processes and stores materials, documents and other important materials as instructed by their immediate supervisor,
- keeps required records as instructed by their immediate supervisor,
- cooperates with Company employees in performing specific and joint tasks in the organisation and realisation of all Company activities,
- answers to their immediate supervisor and regularly reports on their work,
- performs other duties appropriate for their professional qualification, knowledge and skills based on instructions from their immediate supervisor or the Chief Executive Officer of the Company.

Standard criteria for job classification level description:

a) knowledge:

- level of professional qualification: University Master's Degree or Integrated University Master's or Vocational Degree or University Bachelor's Degree
- - type of professional qualification: - no requirements
- - work experience: - no requirements
- - additional knowledge: - use of computers
- - skills and abilities: - professional and organisational skills, communications skills.
- - foreign languages: - active written and spoken English
- - Croatian: - no requirements
- - driving licence: - no requirements

b) job complexity:

- level involving primarily simple and routine activities, application of predetermined procedures, work methods and professional techniques.

c) job independence:

- work as instructed by immediate supervisor.

d) cooperation with other bodies and communication with clients:

- occasional communication within and outside of the Company with the purpose of information gathering and trading.

e) responsibility level and influence on decision making:

- responsibility for material and financial resources,
- regular application of predetermined procedures, work methods and professional techniques.