



The growth story of Globachem started in 2000 in Sint-Truiden as a dynamic family business. Our focus? Innovation and internationalization! Young, generic resources, new applications and formulas ... We have been focusing on this for almost 20 years. With success, because we can call ourselves an important European player with a turnover of more than € 150 million. Globachem helps farmers and horticulturists protect their crops through an extensive range of generic and internally developed plant protection products. This way we contribute to safe food production for the growing world population with the lowest possible ecological footprint. We therefore have an excellent reputation with both our customers and our employees. To continue building the Globachem future, we are now looking for a:

## Administration Assistant – Registrations

You support the department Registrations and Product Development with applying for, obtaining and maintaining registrations for plant protection products within and outside Europe. Do you enjoy helping your colleagues and can you work accurately and in a structured way? Then this position is for you!

### A challenging job content

- You perform specific support tasks in the preparation and submission of registration files.
- You make purchase-orders in the ERP-system and you are responsible for monitoring with the labs.
- You prepare and send samples for laboratory and field tests.
- You maintain the registration database through the Data Management System.
- You are responsible for the preparation and management of Material Safety Data Sheets for crop protection products.
- You are responsible for reporting our products to ECHA or other national authorities.
- You order and follow-up lab studies.
- You perform various administrative tasks to support the department (eg drawing up reports, translations, etc.).
- You report to the department head of Registrations.

### Your profile

- You have a bachelor's degree or are equivalent through experience.
- You have a very good knowledge of the MS Office package, experience with ERP systems is an asset.
- You have an excellent knowledge of Dutch and English. Good knowledge of French and / or German is a plus, as is the knowledge of other languages.
- You work accurately and you can determine priorities in the various tasks you perform.
- You get satisfaction in performing various administrative and support tasks.
- You are a teamplayer and are also able to work independently.
- You are flexible and eager to learn.
- You can find yourself in our FRAMILY-values; Fun, Respect, Ambition, teamwork, Innovation, flexibility, family.



### A company with a great future

Globachem offers you an interesting job with real responsibilities in a growing and financially healthy family business with a great future ahead. You can grow along with the organization, build further expertise and shape your career yourself. The necessary training and introduction are provided. You are part of a young and enthusiastic team. You can count on an attractive remuneration package which contains an interesting set of fringe benefits (meal vouchers, hospitalization/ group insurance, flexible income-plan, ...).

### How to apply?

Send your CV and motivation letter to [vacatures@globachem.com](mailto:vacatures@globachem.com)

