

Job offer  
Administrative and accounting assistant  
Full time CDI

Colmar, 01 September 2022

**Working with and for values. To care for the Earth through respectful and living agriculture, regenerate ecosystems, harmonizing and humanizing our lifestyles. Does all this mean something to you?**

**By joining the Biodynamic Federation Demeter International (BFDI) you will contribute to the development of biodynamic agriculture throughout the world.**

### Who are we?

The Biodynamic Federation Demeter International e.V. is the worldwide movement of biodynamic agriculture embracing a holistic, ecological, and ethical approach of farming. It is the only agricultural association that has built up a network of certification bodies for biodynamic farmers worldwide, which certify for the Demeter brand.

Today, the Federation counts 47 member organizations in 36 countries worldwide, that work together in many areas of biodynamics, including developing the Demeter international standard. The Federation supports the conversion of farms to biodynamic agriculture and helps to establish new associations around the world. There are more than 7.000 Demeter certified farms with more than 250.000 hectares in 65 countries.

We certify farms and businesses according to comprehensive and demanding specifications for certified biodynamic food, cosmetics, and textiles. The Federation stands for a vision of agriculture that cares for the earth with a deep respect for life in all its forms and that is both environmentally friendly and healthy for people.

We are an international team of 18 employees spread across the globe and we put forward a vision of management that favors sharing, listening, interest in teamwork and the integration of employees in the decision-making process.

Our Federation is experiencing strong growth and wishes to set up an administrative and accounting center in Colmar (Alsace-France). There are already other centers in several countries.

Biodynamic Federation – Demeter International e.V.

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If you are looking for a meaningful job, come and join us as an administrative and accounting assistant. With an open and positive personality, you will be an indispensable part of the administrative and accounting department, having regular contact with the rest of the team and with all our members/licensees.

#### Your tasks

**Secretarial and routine administrative tasks**

**Commercial management (invoicing, collection, reminders) and accounting (data entry, financial monitoring)**

**Preparation and follow-up of grant and funding applications at international level**

#### Skills - Profile

**Training in secretarial/accounting (Bac +2 level)**

**Perfect command of office software (Word, Excel, Internet, and e-mail)**

**Perfect command of management/accounting software**

**Good command of English is essential**

**Knowledge of German is highly desirable**

**Interest and openness to organic and biodynamic agriculture**

**Ability to work in a team**

**Rigor, organization and autonomy**

#### Proposed conditions

**Permanent contract, full-time, 35 hours**

**Remuneration from 2,100 to 2,300 € gross per month depending on experience**

**Flexible working hours. Very good health insurance**

**Two days of teleworking per week granted**

**Position based in Colmar (Alsace-France)**

**Position to be filled by November 2022. To find out more about us, please visit our website: <https://www.demeter.net>.**

**Applications to be sent to Jean-Marie Defrance at: [jean-marie.defrance@demeter.net](mailto:jean-marie.defrance@demeter.net) for the attention of Human Resources.**