

JB Globale Beschaffungs GmbH



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International trading company We are JB Globale Beschaffungs GmbH, a sourcing and trading company based in Berlin (Lindower Str. 18, 13347 Berlin), currently undergoing ISO 9001 and ISO 27001 certification. We're using the Scrut.io platform to manage the process and are looking for a motivated individual to support us in completing the certification on a short-term, project basis.

ISO 9001 & 27001 Certification Support (Remote or Berlin-based)

City: Berlin; Starting date (earliest): At the earliest possible; Remuneration: to be negotiated

Working field

Your tasks:

- Assist in organizing and structuring certification documents
- Help us navigate and complete required tasks within Scrut.io
- Collaborate with our team to ensure all compliance requirements are addressed
- Work in English and contribute to process clarity and internal documentation

Requirements

What we're looking for:

- Strong analytical and problem-solving skills
- A self-driven mindset with the ability to adapt and learn quickly
- High attention to detail and structured thinking
- Good communication skills in English
- Availability on short notice
- Interest in ISO certification and process optimization

Nice to have (but not required):

- Previous experience in working on structured projects or compliance-related tasks
- Interest in quality management, information security, or operational efficiency

What we offer

We offer:

- Remote work or the option to work from our Berlin office
- Flexible hours and a collaborative working culture
- Fair payment, with the option to be hired or contracted on short notice
- A chance to gain hands-on experience with ISO standards in a fast-moving company

Application

If you're ready to dive into a real-world certification project and want to grow with us, we'd love to hear from you!

send an email to: inquiry@jbsources.com

JB Globale Beschaffungs GmbH
Lindower Str. 18
13347 Berlin

More information at <https://stellenticket.de/193449/TUB/>
Offer visible until 20/05/25

