



**Baltic Control®** is a leading global inspection, verification, testing, and certification company. We are internationally recognized and operate through a network of offices and trusted representatives across all geographical regions of the world.

The company was established at the port of Aarhus, Denmark, in 1980. **Baltic Control Poland Ltd Sp. z o.o.** is part of the Danish Baltic Control Group and has been operating in Poland since 2006.

Over time, the Polish division has become a strong and independent part of the Group, establishing a permanent presence in the markets of commodities and cargo control, global inspection services, and certification in the areas of food production and sustainability.

In 2022, Baltic Control became part of the French **Apave Group** – a recognized international specialist in risk management, technical inspection, and professional training.

Our team in Gdynia plays a key role in delivering high-quality services for international clients, including UN agencies and humanitarian organizations. We value professionalism, collaboration, and proactive thinking – and we are constantly growing our team with people who share these values.

**Currently for our office in Gdynia, we look for:**

## **Junior Project Coordinator / Project Coordinator**

### **Job description:**

- Support to Project Coordinators Division - coordinating broadly defined inspection processes worldwide
- Daily communication with the international clients, including NGOs and UN agencies
- Issuance of certificates, reports, and invoices
- Inspection data collection and verification
- Support to the Tender Team in the preparation of offers and in communication with potential subcontractors, especially in French-speaking countries
- Oversight of assignments or contracts in francophone countries, depending on operational needs
- Support during email and phone communication with French-speaking clients
- Assisting superiors with delegated tasks

### **The ideal candidate is characterized by:**

- VERY GOOD COMMAND OF ENGLISH and FRENCH written and spoken
- At least secondary education

Baltic Control Poland Ltd. Sp z o.o.  
ul. Chyłańska 112 A  
81-033 Gdynia

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- Experience in office work, documents registration, handling phone calls
- An open, proactive and collaborative mindset
- Strong organizational skills, with the ability to prioritize and execute own work under time pressure
- Customer-focused approach and strong analytical skills
- Accuracy and precision required in preparing documents
- Possesses basic knowledge of Microsoft Office programs – Outlook, Word, Excel.
- Readiness for travelling, if necessary

#### What we offer:

- Full-time position based in our Gdynia office
- Specified career path
- Possibilities of self-development in an international environment
- Contact with English and French language on a daily basis
- Unique and friendly work atmosphere in a good team
- Luxmed package and Group life insurance
- Company's social benefit fund

Flexible working hours and a hybrid work model available after the trial period

Please include the following permit for processing personal data in your CV:

*In accordance with art. 6 (1) a. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) hereinafter 'GDPR'. I agree to have my personal data processed for the purposes of current and future recruitment processes in Baltic Control Poland Ltd. Sp. z o.o. in Poland.*

The administrator of your personal data is: Baltic Control Poland Ltd. Sp. z o.o. ul. Chyłońska 112A, 81-033 Gdynia. Your personal data will be processed for the recruitment processes in Baltic Control Poland Ltd. Sp. z o.o. in Poland. You have a right to access your personal data, right to rectify and right to delete. Disclosing the personal data in the scope specified by the provisions of Polish Labour Code from 26 June 1974 and executive acts are mandatory. Providing additional personal data is voluntary however necessary to conduct the recruitment processes. The request for the deletion of your personal data means resignation from further participation in recruitment processes and causes the immediate removal of your application.

We reserve the right to reply only to selected applications.

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