



**Job Title: Inter-Administrative Assistant**  
**Location: Koropi (Attiki)** -Commuting to work is available with Company Buses from Doukissis Plakentias metro station

Are you a student and looking to see how all this academic knowledge might be used in corporate life? An Internship in our company offers you the opportunity to test your theoretical knowledge, organizational skills and time-management abilities in real-life situations and obtain insights into the world of medical technology industry, from the Administrative Assistant role.

**Micrel Medical Devices SA** ([www.micrelmed.com](http://www.micrelmed.com)) is a dynamic medical technology company, with global commercial presence, which is designing, manufacturing and marketing "smart drug delivery systems." The company offers a full range of ambulatory infusion pumps and related disposables for a broad array of hospital and home-based patient treatments, such as Chemotherapy, Clinical Nutrition, Pain Management, Immunotherapy, Parkinson's etc. The company is currently commercially active, directly or through distributors, in more than 50 countries around the world, mainly in Europe, Middle East and Asia.

**Micrel Medical Devices SA** is currently looking for an Intern to work as an Administrative Assistant to provide timely and effective administrative support to several departments through the following job responsibilities

- Assistance, ad hoc tasks and co-operation mainly with the Legal and Administration teams e.g. assist with administrative work related to contracts, company letters, other documents
- Handling office tasks, such as, communicating and answering to requests on the phone, filing, reordering supplies, preparing facilities for meetings and trainings, sorting and distributing documents
- Data entry in the company's ERP system as needed
- Providing real-time scheduling support to various departments by arranging and coordinating appointments with third parties
- Fill company's front office occasionally

We are looking for people with

- Very good communication skills, both written and verbal, in Greek and English
- Strong hands-on approach and can-do attitude
- Experience with MS Office
- Studies in Business Administration, Marketing, Economics or similar field

**Micrel Medical Devices SA**  
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If you are interested, please send your CV at [careers@micrelmed.com](mailto:careers@micrelmed.com), including the job title in the subject