



**Job Title: Inter-Customer Support**

**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 Customer Support in the medical technology industry.

**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 assist our Customer Support Team in daily operations with customers in Greece or abroad

- Liaise with customers ( individuals or businesses), respond to requests and orders received by email or phone, take ownership of customer enquiries and see them through to completion in an efficient and professional manner
- Sales and Marketing internal reporting and analysis for senior management
- Data entry in customer service databases and ERP systems
- Liaise with production and logistics departments to plan and organize customer shipments
- Other ad hoc customer support activities as required

We are looking for people with

- Very good, written and verbal, communication skills in English. Other languages highly preferred.
- Positive and ‘can do’ attitude at all times, with ability to take ownership of an issue until it is fully resolved
- Knowledge of MS Office
- Studies in Business Administration, Marketing, Economics or related 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