



Job Title: HR Intern

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 HR in the medical technology industry.

Micrel Medical Devices SA (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 HR Intern to perform various administrative tasks and support our HR department’s daily activities such as:

- Update our internal databases with new employee information, including contact details
- Gather and analyse payroll data like leaves and overtimes
- Connect with employees and distribute company policies in hard copies
- Assist with employee On-boarding and exit process management
- Assist with building process improvements
- Assist with organizing company events and careers days
- Ad-hoc HR projects and day-to-day HR administration work when needed

We are looking for people with

- Good communication skills, both written and verbal, in Greek and English
- Strong hands-on approach and can-do attitude
- Strong confidentiality skills
- Experience as a Staff Assistant or similar junior HR role is a plus
- Experience with MS Office
- Studies in Business, Economics, Psychology, Human Resources Management or similar field

Micrel Medical Devices SA

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If you are interested, please send your CV at careers@micrelmed.com, including the job title in the subject