

Contract Administration Intern (Atlas code: 265801)

Want to shape the future of healthcare?

As one of the most innovative and influential organizations in MedTech, we offer you a flexible and dynamic environment with opportunities to go beyond your comfort zone while working for the best cause there is: Helping people living healthier and longer. Over 65,000 colleagues of us worldwide are working hard to provide the best possible support to healthcare providers at each stage of patient care: diagnosis, prognosis, therapy, and follow-up.

Join us in shaping the future of healthcare together – We will be glad to have you gaining your internship experience in the Finance - Contract Administration department.

About our culture

Our culture embraces different perspectives, open debate, and the will to challenge convention. Change is a constant aspect of our work. We aspire to lead the change in our industry rather than just react to it. That is why we invite you to take on new challenges, test your ideas, and celebrate success.

About the team

You will join a team of professionals who have passion and desire to achieve great results. We help our customers optimize their operations, maximize performance to achieve better outcomes, and facilitate their path to expanding precision medicine. We are shaping the future of healthcare and we seek to go beyond what is possible today!

About the role

As a Contract Administration Intern, you will be responsible for:

- Invoice entry and maintaining accurate records of contracts or related documents
- Tracking deliveries of third-party suppliers and purchase order monitoring
- Participating in projects review meetings (finance topics, credit control)

Qualifications:

- Undergraduate Student in Finance/ Business Administration academic area
- Fluent in both Greek and English language
- Advanced computer skills and basic digital skills required (excel macros etc)
- Teamwork and good communication skills
- High focus and attention to detail

If you want to join us in transforming the way healthcare is delivered, get in touch with us and send us your CV at: [evgenia.gkatziou.ext@siemens-healthineers.com](mailto:evgenia.gkatziou.ext@siemens-healthineers.com)

We are interested in the employment of students from the Departments: Business Administration, Management Science and Technology, Economics .