



## Placement Opportunity

Undergraduate (BA) student:

Graduate (MA) student:

Reference:	BETATEC Dip-Tech - 01
Company Name:	Dip-Tech
Company Type: (Startup/Mature/...)	Mature (Middle market)
Location: (full address)	Atir Yeda 5 kfar saba
Stay Duration: (min 2, max 6 months)	6 months

### Company Description:

Dip-Tech is the leading provider of digital ceramic glass printing technology, including the world's best digital glass printers and widest color gamut of digital ceramic inks. Dip-Tech has revolutionized digital printing on glass, enabling exciting new capabilities and business opportunities for glass processors by complementing its glass printing machines with customer support and unmatched business development. Dip-Tech glass combines art with functionality, and can be found in the interior and exterior of some of the most iconic structures across the globe.

### Job Description and Tasks:

Service admin. (Administrative position in the service department)

- Update service calls in ERP system
- Issue and send price quotations for customers
- Follow-up with customers or internally on open issues

### Essential Requirements:

- High level English, written and spoken
- Highly Organized with the ability to prioritize and multi-task
- Strong written and oral communication skills
- Experienced with Microsoft Office programs.
- Experience in administrative work and/or customer service –an advantage

### Remuneration Details:

Covering lunch and transportation expenses of the interns.