



CABOT LATVIA INTERNSHIP

DATA MANAGEMENT INTERN

**LEADING GLOBAL SPECIALTY CHEMICALS AND PERFORMANCE MATERIALS COMPANY
OFFERS PAID 6 MONTHS INTERNSHIP IN RIGA BUSINESS SERVICES CENTER**

JOB RESPONSIBILITIES

- ◆ Customer master data - Complete new trade customers files; Complete new suppliers (and employees) files
- ◆ Price entry and order release from hold
- ◆ Finished product items creation - set up new items in the system as required
- ◆ Supplier validation - control and enter changes for existing suppliers
- ◆ Provide backup to Data management specialists
- ◆ Filing and archiving invoices
- ◆ Any other administrative tasks

REQUIREMENTS

- ◆ Ability to enroll for full time (40 hours/week) for 6 months
- ◆ Fluent in English
- ◆ Accuracy and attention to detail
- ◆ Curiosity and drive to learn as much as possible
- ◆ Good communication skills and customer-oriented mindset
- ◆ Team player

WHILE WORKING AT CABOT YOU WILL ENJOY THE FOLLOWING BENEFITS



Fruits in the office



Yoga in the office



Team building events



Career growth
and training



Christmas ball and
Sports games

To learn more about our internships visit cabotcorp.com/riga or contact
Latvia.recruit@cabotcorp.com

