



Cabot Corporation is a leading global specialty chemicals and performance materials company headquartered in Boston, USA. Cabot delivers performance solutions that solve customers' challenges today and prepare them to meet tomorrow's needs. Our businesses serve key industries such as transportation, infrastructure, environment and consumer. Cabot is a business-to-business company with 45 manufacturing facilities in 21 countries.

CUSTOMER CARE INTERN (3 MONTHS CONTRACT)

About the role

This is a unique opportunity to join our Customer Care Team. The purpose of this role is to support internal control process around Customer Care Team. You will review, escalate, monitor and help to manage order to cash process. You will be working on a number of projects. This is a temporary role for 3 months.

Job Responsibilities

- ◆ Support team to file orders in accordance with Internal controls.
- ◆ Enter order in system as per instructions.
- ◆ Provide backup to customer care specialists.
- ◆ Assist with various customer care projects.
- ◆ Filing and copying.
- ◆ Any other administrative tasks.

Job Requirements

- ◆ Organizational skills: multitasking, time management, attention to details;
- ◆ You can be a 3rd or 4th year Bachelor/Master student/University graduate;
- ◆ Study programme: Business Administration, Project Management or similar;
- ◆ Fluent English: you will need it every day;
- ◆ The last but not the least: drive to learn and be excellent in what you do.

By taking this challenge, you will get:

- ◆ Opportunity to work for an international company leader in the market and with over 130 year of history;
- ◆ Great on the job learning opportunity to help you start career in Customer Care Team;
- ◆ Paid internship;
- ◆ Boost your communication skills;
- ◆ Supportive colleagues who are also very fun.

Contact



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About the site

Our Business Service Centre in Riga, Latvia employs more than 150 enthusiastic and talented team members who are responsible for providing financial, IT, purchasing and customer services support for Cabot's 21 locations in Europe the Middle East and Africa. At Cabot Latvia, our people are our biggest asset, they make Cabot a great place to work. We have a passion for the work we do, which inspires us to achieve great results. We encourage culture based on respect, integrity, responsibility and excellence.