



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.

RECRUITING INTERNSHIP (6 MONTH CONTRACT)

About the role

This is a unique opportunity to join an EMEA Regional Talent Acquisition Team that is helping Cabot to attract and recruit the best talent across the region and sometimes globally. You will be a key member of the team, helping to gain efficiency in day-to-day recruiting activities. If you are seriously considering a career track in the field of HR within international environment, this is an excellent opportunity for you to learn about one of the key HR processes – recruitment.

Job Responsibilities

- ◆ *Assisting Talent Acquisition team with scheduling, sourcing and screening activities for key recruitments in EMEA Region;*
- ◆ *Assisting HR Managers in EMEA with any requests linked to applicant tracking system management;*
- ◆ *Providing ad hoc support to Talent Acquisition team and HR Managers linked to recruitment.*

Job Requirements

- ◆ *Organizational skills: multitasking, time management, attention to details will be your everyday skills to use;*
- ◆ *Curiosity: you will not know everything, but you should have the drive to learn as much as possible;*
- ◆ *Passion for HR: you believe that people are the greatest asset for the organization;*
- ◆ *Fluent English: you will need it every day, as we are working with multiple countries, other European languages will be a plus;*
- ◆ *The last but not the least: drive to learn and be excellent in what you do.*
- ◆ *Study program: HR, Business Administration, Communications, Project Management or similar;*

Contact



Latvia.recruit@cabotcorp.com



+371 67050935



Business Services Centre in Riga, Latvia has been operating since 2014 and consists of more than 140 enthusiastic and talented team members. We are responsible for providing financial, IT, purchasing and customer service support for 21 locations in EMEA. We are committed to maintaining a safe, fulfilling work environment based on our core values of respect, integrity, excellence and responsibility.