

For the last 60 years, Glatt has been a worldwide leader in integrated process solutions for the pharmaceutical and related powder processing industries.



We are a leading world supplier of integrated processing solutions for customers in the area of pharmaceuticals, food processing, feeds and fine chemicals. Our products and services stand for reliability and quality worldwide. About 2,000 employees work for Glatt at more than 14 companies and offices all over the world.

For our site in Ramsey, NJ (USA) we have an immediate opening for a:

## **FILE STORAGE MANAGEMENT & SPECIAL PROJECTS INTERN**

### **Job description:**

- » Must be able to work in warehouse and maintenance shop environment.
- » Good computer skills including Word and Excel and good writing skills, with the ability to modify existing lists and draft correspondence as needed.
- » Aptitude to review and understand storage system logic and apply to new material filed.
- » Must have strong communication skills, organizational skills and attention to detail.
- » Work two pre-arranged 8 hour days per week with flexibility to work more as needed.

### **Preferred skills:**

- » Minimum High School Degree, undergraduate education a plus.
- » Prior clerical and record keeping experience a plus.

Qualified candidates may apply to:

Glatt Air Techniques Inc.  
Human Resources  
20 Spear Road  
Ramsey, NJ 07446 USA

or via e-mail to [HR@glatt.com](mailto:HR@glatt.com), [www.glatt.com](http://www.glatt.com).