

INTERN POSITION AVAILABLE

This is a wonderful way to gain experience and real-world knowledge in the fields of Accounting, Finance, Human Resources, Purchasing, and Health & Safety.

From our historical beginning in 1911 by Charles C. Gates, the Gates Corporation has been recognized as one of the leading manufacturers of automotive power transmission products. Gates employs approximately 38,000 individuals worldwide. Gates is a geographically diverse corporation with locations throughout the world.

Gates global automotive original equipment power transmission division serves over 34 OEM customers in all regions of the world. Gates provides a vast portfolio of products ranging from Crankshaft Damper, Micro-V Belts, Tensioners and Idlers for both Accessory and Synchronous drive systems. With manufacturing, system engineering, product design, and testing located in 15 locations in 20 countries on 4 continents, we have the complete capabilities to meet our customer requirements and needs, whenever and however needed.

In 1996, Gates Corporation, formerly known as The Gates Rubber Company, became a wholly-owned subsidiary of Tomkins plc, ending 85 years of ownership by the Gates family. At the time of the transaction, Gates was the largest non-tire rubber company in the world providing Tomkins with a strong platform from which to build a global industrial and automotive components business.

The company website is www.gates.com

REMIT RESUME/LETTER OF INTEREST TO:

Gates Corporation
13306 Owens Drive
Glade Spring, VA 24340
Attn: Jane Petro-Hofer

Or email JP0375@gates.com

If you have questions please call 276-614-5361

SALARY: - 0.00 UNPAID Position

HOURS: This is a Part-time position. We are willing to work with applicants on hours, but hours must be between the hours of 6 am and 5 pm, Monday thru Friday. We would prefer someone a few hours a day, but we can work with almost any schedule.

Requirements: High School Diploma/GED, 18 years of age, ability to write and speak English, Computer Skills (Word, Excel, Power Point), ability to follow directions, ability to analyze data, and the ability to work independently.

Duties: - This position will be exposed to many areas of the “front office”, which includes accounting, finance, purchasing, human resources, and health and safety. We want to make this a very well-rounded experience for the applicant. Duties will include, but not limited to, MSDS audits, aiding in inventory counts, researching health and safety items and topics, tracking changes in prices to specific items, analyze of data, monthly financial closings, costing of products, aiding in human resource areas, and the purchasing process.