



## INTERNSHIP IN ADMINISTRATION DEPARTMENT

Start your career today! Our Administration Department of the global and dynamic Company Littelfuse LT provides invaluable experience for those who are interested in various aspects of administration. Our internship program provides a challenging out-of-the classroom experience second to none.

### ABOUT INTERNSHIP:

- ✓ Organization, control, maintenance of administration documents and agreements
- ✓ Support on organizing internal
- ✓ Management of correspondence
- ✓ Coordination of foreign and domestic visitors on the Site
- ✓ ...and much more ☺

### ABOUT YOU:

- ✓ Strong sense of responsibility and good organisation skills
- ✓ Can-do attitude
- ✓ Very good English language skills
- ✓ Good MS office skills (Word, Excel and PowerPoint)

### WE OFFER:

- ✓ Opportunity to work in cross cultural environment
- ✓ The possibility to work in an exciting and challenging industry



**Try on Littelfuse!**

**WE ARE WAITING FOR YOUR CV**  
**[internship@littelfuse.com](mailto:internship@littelfuse.com)**