

Date 5/8/2008

Airgas, Inc.

Graphic Design/Project Coordinator Intern, Germantown

Website www.airgas.com

Organization Profile

Airgas, Inc.(NYSE: ARG), through its subsidiaries, is the largest U.S. distributor of industrial, medical, and specialty gases and related hardgoods, such as welding supplies. Airgas is also a leading U.S. distributor of safety products, the largest U.S. producer of nitrous oxide and dry ice, the largest liquid carbon dioxide producer in the Southeast, and a leading distributor of process chemicals, refrigerants and ammonia products. Airgas Chairman and Chief Executive Officer Peter McCausland founded the company in 1982. Through more than 350 acquisitions and internal growth, Airgas has built the largest national distribution network in the packaged gas industry. More than 13,000 employees work in more than 1,000 locations include branches, cylinder fill plants, production facilities, specialty gas laboratories, and regional distribution centers to serve a diversified customer base.

Job Overview

Do you have knowledge in Quark Xpress and would like to gain some valuable experience in helping put together a 350+ page safety products catalog? Under the supervision and direction of the Marketing Communications Manager, the Graphic Design/Project Coordinator Intern will assist our Marketing team with project coordination and page editing to complete a catalog for one of our large resale accounts and also assist with additional marketing efforts.

Job Description

1. Make edits to catalog pages in Quark Xpress.
2. Generation of low and high resolution PDF files
3. Moving pdf page files onto and off of ftp site
4. Tracking the progress of the project
5. Tags catalog part numbers into Eclipse system with corresponding page numbers.
6. Proof various projects within the Marketing Department
7. Provide feedback and participate in weekly department meetings

Job Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be proficient in Quark Xpress and Microsoft Office products.
- Ability to write correspondence. Ability to communicate information to coworkers and management.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, feel, operate a 10 key calculator or PC; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Compensation & Benefits

Hourly compensation and credits available.

How To Apply

E-mail resume, cover letter and desktop publishing samples to Blair Meyer at blair.meyer@airgas.com