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Sanlam: Admin Assistant Internship 2024 / 2025 New Application

Job Overview

Are you a motivated and eager individual looking to gain valuable experience in the financial services industry? Sanlam invites you to join our team as an Admin Assistant Intern. This internship offers a unique opportunity to work with professionals in a dynamic and supportive environment, where you'll have the chance to contribute to the success of the organization while developing your own skills and knowledge.

Qualifications

- Currently enrolled in or recently completed a relevant degree program (e.g., Business Administration, Finance, or a related field).
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Detail-oriented with excellent organizational skills.
- Ability to work independently and as part of a team.
- Eagerness to learn and a proactive attitude.
- High level of professionalism and integrity.

Tasks

- **Administrative Support:** Provide administrative support to various departments within the company, including document management, data entry, and record keeping.
- **Customer Service:** Assist in delivering excellent customer service by responding to inquiries, assisting with client requests, and ensuring a positive client experience.
- **Office Organization:** Help maintain a well-organized and efficient office environment, including filing, office supplies management, and coordinating meetings.
- **Data Analysis:** Assist in data collection and analysis to support decision-making processes and reporting requirements.
- **Team Collaboration:** Collaborate with colleagues on various projects, lending your support and contributing to team goals.
- **Learning and Development:** Take advantage of training opportunities and actively seek to expand your knowledge of the financial services industry.
- **Adherence to Policies:** Ensure compliance with company policies, procedures, and ethical standards.

Advantages

- Valuable hands-on experience in the financial services industry.
- Mentorship and guidance from experienced professionals.
- Exposure to a diverse range of tasks and responsibilities.
- Networking opportunities within Sanlam and the broader financial services sector.
- Competitive internship stipend.

Hiring organization

Sanlam

Employment Type

Intern

Duration of employment

3 Months

Industry

Financial Services

Job Location

Bellville, Western Cape, South Africa, 7530, Bellville, Western Cape, South Africa

Working Hours

09

Date posted

November 2, 2024

Valid through

10.10.2028

How to Apply

1. Prepare Your Application Materials:

- Update your resume to include your educational background, work experience, skills, and any relevant coursework or projects.
- Write a cover letter that highlights your interest in the internship, explains why you're a suitable candidate, and outlines your career goals.

2. Gather Academic Transcripts:

- Collect copies of your academic transcripts, which may be required as part of the application process.

3. Compose an Email:

- Create a new email message addressed to the designated application email address provided in the job description.

4. Subject Line:

- In the subject line of the email, use the following format: "Admin Assistant Internship Application – [Your Name]."

5. Attach Your Documents:

- Attach your resume, cover letter, and academic transcripts to the email. Ensure they are in PDF or Word document format.

6. Write a Brief Email Message:

- In the body of the email, write a concise and polite message expressing your interest in the internship. Mention that your resume and other documents are attached for their review.

7. Proofread:

- Carefully proofread your email, resume, and cover letter to check for any errors in grammar, spelling, or formatting.

8. Send Your Application:

- Click the "Send" button to submit your application. Double-check that you are sending it to the correct email address mentioned in the job description.

9. Follow Up (Optional):

- If you haven't received a response after a reasonable amount of time, you may consider sending a follow-up email expressing your continued interest in the internship and inquiring about the status of your application.