



<https://www.jobzafrican.online/job/sanlam-internships-2/>

## Sanlam: Support Assistant Internships 2024 / 2025 Online Application

### Description

Sanlam is seeking dynamic and motivated individuals to join our Support Assistant Internship program. As a Support Assistant Intern, you will have the opportunity to gain valuable hands-on experience in a fast-paced corporate environment while providing essential support to various departments within the organization. This internship is designed to offer exposure to different facets of our operations, helping you develop a well-rounded skill set and kick-starting your career in the financial services industry.

### Responsibilities

- Provide administrative support to team members across different departments.
- Assist with data entry, filing, and documentation tasks to ensure efficient record-keeping.
- Respond to inquiries via phone, email, and in-person, directing them to the appropriate personnel.
- Assist in scheduling meetings, appointments, and events, and preparing necessary materials.
- Collaborate with team members on special projects and initiatives as assigned.
- Conduct research and gather information to support departmental objectives.
- Maintain confidentiality and integrity when handling sensitive information.

### Qualifications

- Currently enrolled in a relevant undergraduate program or recently graduated.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Excellent communication skills, both verbal and written.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently as well as part of a team.
- Adaptability and eagerness to learn in a fast-paced environment.
- Previous experience in an office setting or customer service role is a plus but not required.

### Job Benefits

- Hands-on experience in a leading financial services organization.
- Exposure to various aspects of corporate operations.
- Mentorship and guidance from experienced professionals.
- Networking opportunities within the industry.
- Possibility of future career advancement within Sanlam.

### Contacts

### Hiring organization

Sanlam

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Financial Services

### Job Location

Pretoria, Gauteng, South Africa,  
0001, Pretoria, Gauteng, South  
Africa

### Working Hours

09

### Date posted

November 2, 2024

### Valid through

03.03.2028

Interested candidates should submit their resume and a cover letter outlining their interest in the Support Assistant Internship position at Sanlam.

Join Sanlam and embark on a rewarding journey where your talents are nurtured, and your potential is realized. Apply today and take the first step towards a successful career in the financial services industry.