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SGS: Finance / Business Admin Internship 2023 / 2024 Apply Now

Description

SGS South Africa is seeking a highly motivated and talented Finance / Business Admin Intern to join our dynamic team. This internship offers a unique opportunity to gain hands-on experience in the world of finance and business administration within a globally renowned company.

Responsibilities

- **Financial Data Analysis:** Assist in collecting and analyzing financial data to support decision-making processes within the company.
- **Accounts Payable and Receivable:** Help with tasks related to accounts payable and accounts receivable, such as invoice processing and reconciliation.
- **Business Reporting:** Contribute to the preparation of financial reports and presentations for internal and external stakeholders.
- **Financial Management Support:** Support the finance team in various financial management tasks, including budgeting, forecasting, and cost analysis.
- **Documentation and Record Keeping:** Ensure the accurate and organized maintenance of financial records and documentation.
- **Administrative Support:** Provide general administrative support to the finance and business administration departments.
- **Research and Compliance:** Assist in research and compliance-related activities, helping the company stay up-to-date with industry regulations.
- **Ad Hoc Projects:** Participate in ad hoc projects and assignments as required by the finance and business administration teams.

Qualifications

- Currently pursuing a degree in finance, business administration, or a related field.
- Strong analytical skills and attention to detail.
- Proficiency in Microsoft Office applications, especially Excel.
- Excellent communication and interpersonal skills.
- Ability to work well in a team and independently.
- Eagerness to learn and adapt to a fast-paced corporate environment.

Job Benefits

- Valuable hands-on experience in finance and business administration.
- Exposure to a diverse range of tasks and responsibilities.
- Opportunity to work alongside experienced professionals in the field.
- Networking opportunities within the SGS global network.
- Potential for future career growth and development within the company.

Contacts

1. **Prepare Your Application Materials:**
 - Update your resume to reflect your relevant education, skills, and experiences.
 - Write a cover letter expressing your interest in the internship and explaining why you believe you would be a valuable addition to the SGS team.
2. **Review the Job Description:**
 - Familiarize yourself with the job description provided by SGS to understand the specific responsibilities and qualifications required for the position.
3. **Compose an Email:**
 - Open a new email in your preferred email client.
4. **Subject Line:**
 - Use a clear and concise subject line, such as “Finance / Business Admin Internship Application – [Your Name]”.
5. **Recipient:**
 - Address the email to the specified recipient or email address provided in the job posting. If no specific contact is mentioned, use a general email address like careers@sgs.co.za or the one provided in the job description.
6. **Introduce Yourself:**
 - Begin the email with a professional greeting, such as “Dear Hiring Manager” or “To Whom It May Concern”.
7. **Express Your Interest:**
 - In the opening paragraph, state your interest in the Finance / Business Admin Internship position at SGS South Africa.
8. **Attach Application Materials:**
 - Attach your resume and cover letter to the email. Ensure they are saved in a commonly accepted format (e.g., PDF or Word document).
9. **Customize Your Cover Letter:**
 - Address the cover letter to the hiring manager (if known) and personalize it to highlight your relevant skills and experiences.
10. **Explain Your Qualifications:**
 - In the body of the email or cover letter, briefly explain how your qualifications align with the requirements listed in the job description.
11. **Express Enthusiasm:**
 - Convey your enthusiasm for the opportunity to contribute to SGS South Africa and explain why you are excited about the prospect of interning with them.
12. **Provide Contact Information:**
 - Include your contact information (phone number and email address) in case the hiring team needs to reach out to you.
13. **Closing Remarks:**
 - End the email with a polite closing, such as “Sincerely” or “Best Regards”, followed by your name.
14. **Double-Check for Accuracy:**
 - Before sending, carefully review your email to ensure that all information is accurate and that there are no typos or errors.
15. **Send Your Application:**
 - Click the “Send” button to submit your application.
16. **Follow Up (Optional):**
 - If you haven’t received a response after a reasonable amount of time (usually 1-2 weeks), you may consider sending a polite follow-up email to inquire about the status of your application.

Hiring organization
SGS South Africa

Employment Type
Intern

Duration of employment
3 Months

Industry
International Trade and Development

Job Location
Sandton, Gauteng, South Africa,
2196, Sandton, Gauteng, South Africa

Working Hours
09

Date posted
November 19, 2024

Valid through
26.10.2025