



<https://www.internswired.online/job/agriseta-internships/>

## AgriSETA: Supply Chain Internships 2024 New Hiring

### Description

AgriSETA is seeking a highly motivated and enthusiastic Supply Chain Intern to join our team. This internship provides a unique opportunity for individuals interested in gaining hands-on experience in supply chain management within the agricultural context. The successful candidate will work closely with our experienced professionals and contribute to the efficiency and effectiveness of AgriSETA's supply chain processes.

### Responsibilities

- **Assist in Procurement Processes:** Collaborate with the procurement team to support the sourcing of materials, goods, and services necessary for AgriSETA's operations.
- **Inventory Management:** Work on maintaining accurate records of inventory levels, tracking stock movements, and assisting in the optimization of stock levels.
- **Logistics Support:** Contribute to the coordination of logistics activities, including transportation, warehousing, and distribution, to ensure timely delivery of goods.
- **Data Analysis:** Assist in analyzing supply chain data to identify trends, areas for improvement, and cost-saving opportunities.
- **Documentation:** Ensure proper documentation of all supply chain transactions, contracts, and agreements, and maintain an organized filing system.
- **Collaboration:** Work closely with cross-functional teams within AgriSETA to understand their supply chain requirements and provide support accordingly.

### Qualifications

- Currently pursuing a degree in Supply Chain Management, Logistics, Business Administration, or a related field.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint).

### Job Benefits

- Gain practical experience in supply chain management within the agricultural sector.
- Work with a passionate and experienced team dedicated to the development of the agricultural workforce.
- Networking opportunities within the agricultural industry.

### Contacts

1. **Prepare Your Application Documents:**

**Hiring organization**  
AgriSETA

**Employment Type**  
Intern

**Duration of employment**  
3 Months

**Industry**  
Govt

**Job Location**  
Pretoria, Gauteng, South Africa,  
0002, Pretoria, Gauteng, South  
Africa

**Working Hours**  
09

**Date posted**  
April 12, 2024

**Valid through**  
13.01.2028

- Update your resume to include your educational background, relevant skills, and any previous work or internship experience.
  - Write a cover letter that highlights your motivation for applying, your interest in supply chain management, and how your skills align with the position.
- 2. Submit Your Application:**
- Attach your resume and cover letter to an email.
  - Send the email to the specified contact email address provided in the job description. Ensure that you include “Supply Chain Intern Application – [Your Name]” in the subject line.
- 3. Application Deadline:**
- Be mindful of the application deadline mentioned in the job description. Ensure that your application is submitted before the specified deadline.
- 4. Follow-Up:**
- If you haven’t received a confirmation of receipt within a reasonable timeframe, consider following up with a polite email to ensure that your application was received.
- 5. Prepare for Possible Interviews:**
- If you are shortlisted, you may be contacted for an interview. Prepare for the interview by researching AgriSETA, understanding the role, and being ready to discuss your experiences and skills.
- 6. Professionalism:**
- Throughout the application process, maintain a professional tone in your communication. Be prompt in responding to any inquiries or requests for additional information.