

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

## Business Admin Internships 2024 / 2025 New Hiring

### Description

As a Business Administration Intern at Smollan, you will have the opportunity to gain valuable hands-on experience in various facets of business operations within the retail industry. This internship program is designed to provide aspiring professionals with exposure to a dynamic and fast-paced work environment, where they will contribute to real projects and initiatives while receiving mentorship from seasoned professionals.

### Responsibilities

- Assist in administrative tasks such as data entry, filing, and organizing documents.
- Support the coordination of meetings, appointments, and travel arrangements for team members.
- Contribute to the preparation of reports, presentations, and other documentation.
- Collaborate with cross-functional teams on special projects and initiatives.
- Conduct research and analysis to support decision-making processes.
- Provide general office support and perform ad-hoc duties as assigned.

### Qualifications

- Currently enrolled in a Bachelor's degree program in Business Administration, Management, or a related field.
- Strong organizational skills with a keen attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to multitask and prioritize tasks effectively in a fast-paced environment.
- Self-motivated and eager to learn with a proactive attitude.
- Prior internship experience in a business or office setting is a plus.

### Job Benefits

- Hands-on experience in a global retail solutions company.
- Mentorship from experienced professionals in the industry.
- Networking opportunities with peers and leaders.
- Exposure to various aspects of business administration and operations.
- Potential for career growth and development within Smollan.

### Contacts

To apply for the Business Administration Internship at Smollan, please submit your resume and cover letter through our online portal. Be sure to highlight your relevant skills, experiences, and why you are interested in joining our team. We look forward to reviewing your application and welcoming you to the Smollan family!

### Hiring organization

Smollan

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Retail

### Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

### Working Hours

09

### Date posted

May 16, 2024

### Valid through

12.02.2028