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CHIETA: Admin Internships 2024 Apply Here

Description

We are seeking a dedicated Administrative Intern to join our team and support various administrative functions within CHIETA. This internship offers an excellent opportunity for individuals interested in gaining hands-on experience in administrative tasks within a professional setting.

Responsibilities

- Assist in general administrative tasks such as filing, data entry, and record-keeping.
- Provide support to the administrative team in coordinating meetings, taking minutes, and preparing necessary documentation.
- Assist with organizing training workshops, events, and other CHIETA programs.
- Handle incoming calls, emails, and correspondence, directing them to the appropriate personnel.
- Maintain office supplies and ensure the office environment is organized and efficient.
- Collaborate with team members on special projects and assignments as required.

Qualifications

- Currently pursuing or recently completed a relevant qualification in Business Administration, Office Management, or a related field.
- Strong organizational and time management skills with keen attention to detail.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent verbal and written communication skills.
- Ability to multitask and prioritize tasks effectively in a fast-paced environment.
- Eagerness to learn and contribute within a team-oriented work culture.
- Prior administrative or office experience (preferred but not mandatory).

Job Benefits

- Opportunity to gain practical experience in administrative functions within the chemical industries sector.
- Mentorship and guidance from experienced professionals in the field.
- Exposure to various aspects of CHIETA's operations and programs.
- Potential for career growth and development within the organization.

Contacts

To apply for the Administrative Intern position at CHIETA, please follow these steps:

1. **Prepare Your Application Documents:**
 - Update your resume to highlight your relevant educational background, skills, and any previous administrative or office

Hiring organization

CHIETA

Employment Type

Intern

Duration of employment

3 Months

Industry

Education Administration Programs

Job Location

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

Working Hours

09

Date posted

April 14, 2024

Valid through

19.12.2024

experience.

- Craft a cover letter expressing your interest in the Administrative Internship position at CHIETA. Explain why you are interested in this opportunity and how it aligns with your career aspirations. Highlight any relevant skills or experiences that make you a suitable candidate.

2. Compose Your Email Application:

- Create a new email addressed to the designated application email provided in the job description.
- Use a clear and concise subject line such as “Application for Administrative Internship – [Your Name].”

3. Attach Your Documents:

- Attach your updated resume and cover letter to the email. Ensure both documents are in a standard format (PDF or Word document) and properly labeled with your name.

4. Write a Brief Email Message:

- In the body of the email, introduce yourself briefly and express your interest in the Administrative Internship position.
- Mention the attached documents (resume and cover letter) and indicate your eagerness to contribute to CHIETA’s team.

5. Review and Send:

- Carefully review your email for any typos or errors to ensure a professional presentation.
- Once you’re confident everything is in order, click ‘Send’ to submit your application.