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Corteva Agriscience: Admin / Office Management Internships 2024 Apply Here

Description

Corteva Agriscience, a leading global agriculture company, is seeking motivated and detail-oriented individuals to join our team as Admin/Office Management Interns. This internship presents an exciting opportunity to gain hands-on experience in office administration and management within the agricultural industry. As an intern at Corteva Agriscience, you will work closely with seasoned professionals, contributing to the efficient functioning of our office while learning valuable skills that will set the foundation for a successful career in office management.

Responsibilities

- Support daily office operations by handling administrative tasks such as filing, data entry, managing correspondence, and maintaining office supplies.
- Assist in organizing and coordinating office procedures and workflows to ensure efficiency and productivity.
- Aid in scheduling appointments, meetings, and events, and help prepare necessary materials.
- Collaborate with various departments to facilitate smooth communication and teamwork.
- Contribute to special projects that focus on improving office processes and systems.
- Assist in managing office facilities, including liaising with vendors and overseeing maintenance activities.
- Uphold and promote company policies, procedures, and standards of professionalism.

Qualifications

- Currently enrolled in a relevant academic program or recent graduate in Business Administration, Office Management, or a related field.
- Strong organizational skills with a keen eye for detail and accuracy.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and other office software.
- Excellent communication skills, both verbal and written.
- Ability to multitask, prioritize tasks, and work efficiently in a fast-paced environment.
- Proactive attitude with a willingness to learn and take on new challenges.
- Passion for the agricultural industry and a desire to contribute to its success.

Job Benefits

- Hands-on experience in office management within a global agriculture company.
- Mentorship and guidance from experienced professionals in the field.
- Networking opportunities within the company and the broader agricultural

Hiring organization

Corteva Agriscience

Employment Type

Intern

Duration of employment

3 Months

Industry

Farming

Job Location

Centurion, Gauteng, South Africa, 0157, Centurion, Gauteng, South Africa

Working Hours

09

Date posted

April 6, 2024

Valid through

04.01.2025

industry.

- Exposure to various aspects of office operations and the chance to make meaningful contributions.
- Competitive compensation and potential for career growth within Corteva Agriscience.

Contacts

- **Visit the Company Website:** Navigate to the Corteva Agriscience official website to explore the Careers or Jobs section.
- **Search for the Internship Position:** Look for the specific internship opening under the “Internships” or “Opportunities” section. Use keywords like “Admin Internship” or “Office Management Intern” to find the relevant position.
- **Review the Job Description:** Carefully read through the job description to understand the responsibilities, qualifications, and requirements for the internship role.
- **Prepare Your Application Materials:** Update your resume/CV and prepare a compelling cover letter highlighting your interest in the internship, relevant skills, and experiences.
- **Complete the Application:** Follow the instructions provided on the website to submit your application. This typically involves creating an account, filling out an online application form, and uploading your resume and cover letter.
- **Double-Check Your Application:** Before submitting, review your application materials for accuracy and completeness. Ensure that all required information and documents are attached.
- **Submit Your Application:** Click the “Submit” or “Apply” button to send your application to Corteva Agriscience for consideration.
- **Follow Up:** If you haven’t received any confirmation within a reasonable timeframe, consider following up on your application. You can do this by contacting the company’s HR department or using the provided contact information for inquiries.