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## Government Employees Pension Ombud (GEPO): Admin Internships 2024 Latest Hiring

### Description

We are seeking highly motivated individuals to join our team as Admin Interns. This internship offers an invaluable opportunity to gain practical experience in administrative tasks within a dynamic and essential organization. As an Admin Intern, you will work closely with our experienced staff to support various administrative functions crucial to the operations of GEPO.

### Responsibilities

- Assist in managing and organizing administrative documents and records.
- Provide support in scheduling appointments, meetings, and events.
- Aid in handling incoming calls, emails, and inquiries from stakeholders.
- Assist in preparing reports, presentations, and other documents as required.
- Help maintain office supplies and inventory.
- Support staff with data entry and other clerical tasks.
- Contribute to the overall efficiency and effectiveness of administrative processes within GEPO.

### Qualifications

- Currently enrolled in a Bachelor's degree program in Business Administration, Public Administration, or a related field.
- Strong organizational skills with attention to detail.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work effectively both independently and as part of a team.
- Demonstrated reliability, professionalism, and a positive attitude.

### Job Benefits

- Hands-on experience in a professional office environment.
- Opportunity to develop essential administrative skills and knowledge.
- Exposure to the operations of a specialized institution within the public sector.
- Mentorship and guidance from experienced professionals.
- Potential for future career opportunities within GEPO or related organizations.

### Contacts

Interested candidates should submit a resume and cover letter outlining their qualifications and motivation for the position Via Email. Please include "Admin Intern Application – [Your Name]" in the subject line of your email.

Join us in making a difference in the lives of government employees by ensuring fair and effective pension dispute resolution. Apply now to become a part of the GEPO team!

### Hiring organization

Government Employees Pension Ombud (GEPO)

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Financial Services

### Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

### Working Hours

09

### Date posted

April 27, 2024

### Valid through

05.03.2028