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PG Group: WIL – YES Internships 20224 Latest Opportunities

Description

PG Group is seeking a dynamic and proactive individual to join our team as a WIL-YES Internship Program Coordinator. In this role, you will play a key part in the planning, implementation, and management of our internship program, ensuring its success in providing valuable experiences to both interns and host organizations.

Responsibilities

- Collaborate with internal stakeholders to identify internship opportunities aligned with the goals of the WIL-YES program.
- Develop and maintain relationships with educational institutions, government agencies, and industry partners to promote internship opportunities and recruit qualified candidates.
- Coordinate the selection process for interns, including screening applications, conducting interviews, and matching candidates with suitable placements.
- Provide orientation and ongoing support to interns, including guidance on professional development, workplace etiquette, and project management.
- Serve as a liaison between interns and host organizations, facilitating communication and resolving any issues that may arise during the internship period.
- Monitor and evaluate the performance of interns and host organizations, collecting feedback to improve the effectiveness of the program.
- Compile reports and data analysis on the outcomes of the internship program, highlighting successes and areas for improvement.
- Stay informed about relevant policies, regulations, and best practices related to work-integrated learning and youth employment initiatives.

Qualifications

- Bachelor's degree in human resources, business administration, education, or a related field.
- Prior experience in program coordination, recruitment, or talent development preferred.
- Excellent communication and interpersonal skills, with the ability to build rapport with diverse stakeholders.
- Strong organizational and time management abilities, with a keen attention to detail.
- Proven ability to work independently and collaboratively in a fast-paced environment.
- Familiarity with youth employment programs, internship management, or related initiatives is an asset.
- Proficiency in Microsoft Office Suite and other relevant software applications.

Job Benefits

Hiring organization

PG Group

Employment Type

Intern

Duration of employment

3 Months

Industry

Glass, Ceramics and Concrete Manufacturing

Job Location

Bedfordview, Gauteng, South Africa, 2007, Bedfordview, Gauteng, South Africa

Working Hours

09

Date posted

April 11, 2024

Valid through

27.02.2028

- Competitive salary commensurate with experience.
- Opportunities for professional development and advancement within the organization.
- A supportive and inclusive work environment that values diversity and innovation.
- Flexible work arrangements and benefits package.

Contacts

To apply for the position of WIL-YES Internship Program Coordinator at PG Group, please submit the following documents via email:

- Your updated resume/CV highlighting your relevant experience and qualifications.
- A cover letter outlining your interest in the position and how your skills align with the responsibilities and qualifications stated in the job description.
- Contact information for at least two professional references who can speak to your abilities and work ethic.