



<https://www.internswired.online/job/rand-mutual-assurance-internships-2/>

Rand Mutual Assurance: HR Internships 2024 New Hiring

Description

The Human Resources Internship at Rand Mutual Assurance is an enriching opportunity for individuals seeking hands-on experience in the field of HR. As an intern, you will work closely with seasoned HR professionals, gaining valuable insight and practical knowledge across various HR functions. This internship provides a unique chance to apply theoretical learning in a real-world corporate setting while contributing to meaningful projects that impact our workforce positively.

Responsibilities

- Support HR team members in day-to-day operations, including recruitment, onboarding, and offboarding processes.
- Assist in talent acquisition activities by screening resumes, scheduling interviews, and coordinating recruitment logistics.
- Contribute to the development and implementation of HR policies, procedures, and programs.
- Participate in employee engagement initiatives, including wellness programs, events, and recognition activities.
- Aid in HR data management and analysis, ensuring accuracy and confidentiality of employee records.
- Collaborate on projects related to learning and development, performance management, and HR administration.

Qualifications

- Currently pursuing a degree in Human Resources Management, Industrial Psychology, Business Administration, or related field.
- Strong passion for HR and a genuine interest in developing a career in this field.
- Excellent communication skills, both written and verbal.
- Proactive attitude with the ability to work independently and in a team.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Attention to detail and a high level of confidentiality.

Job Benefits

- Valuable hands-on experience in a corporate HR environment.
- Mentorship and guidance from experienced HR professionals.
- Exposure to diverse HR functions and projects.
- Networking opportunities within the industry.
- Possibility of career advancement within Rand Mutual Assurance based on performance and available opportunities.

Contacts

1. **Online Application:** Visit the Rand Mutual Assurance career portal or

Hiring organization

Rand Mutual Assurance

Employment Type

Intern

Duration of employment

3 Months

Industry

Insurance

Job Location

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

Working Hours

09

Date posted

May 3, 2024

Valid through

06.12.2024

website to access the current job openings. Look for the Human Resources Internship position and click on the “Apply Now” or “Submit Your Application” button.

2. **Prepare Your Documents:** Before applying, ensure you have the following documents ready:
 - Updated Resume/CV: Highlight your education, skills, relevant coursework, any HR-related experience (if applicable), and extracurricular activities.
 - Cover Letter: Craft a well-written cover letter expressing your interest in the HR Internship position, explaining why you are a suitable candidate, and how this opportunity aligns with your career goals.
3. **Complete the Application:** Fill in the required fields on the online application form. Upload your resume/CV and cover letter as specified in the application portal.
4. **Double-Check Information:** Review your application thoroughly to ensure accuracy and completeness. Check for any spelling or grammatical errors before submitting.
5. **Submission:** Click the “Submit” or “Send” button to submit your application. You may receive a confirmation email acknowledging the receipt of your application.
6. **Follow-Up:** After applying, allow some time for the recruitment team to review applications. If shortlisted, you might be contacted for further steps, which may include interviews or assessments.