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SACAA: Client Services Internships 2024 New Application

Description

SACAA is seeking dynamic and motivated individuals for the Client Services Internship position. This internship offers a unique opportunity to gain hands-on experience in a fast-paced, regulatory environment while contributing to the enhancement of client services within the aviation sector.

Responsibilities

- Assist in managing and responding to client inquiries via various communication channels.
- Collaborate with the client services team to provide timely and accurate information to stakeholders.
- Support the development and implementation of client service strategies to enhance customer satisfaction.
- Contribute to the creation and maintenance of client databases, ensuring accuracy and accessibility of information.
- Participate in meetings, workshops, and training sessions to expand knowledge of aviation regulations and customer service best practices.
- Conduct research and analysis to identify areas for improvement in client service delivery.

Qualifications

- Pursuing or recently completed a degree in Business Administration, Aviation Management, Customer Service, or a related field.
- Strong communication skills (both written and verbal) with the ability to interact professionally with diverse stakeholders.
- Proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook).
- Detail-oriented with excellent organizational skills.
- Ability to work independently and collaboratively in a team-based environment.
- A passion for the aviation industry and a willingness to learn.

Job Benefits

- This is a 3 Months internship position with the possibility of extension based on performance and business needs.
- Opportunity to gain valuable experience and exposure within the aviation regulatory framework.
- Mentorship and guidance from experienced professionals in the aviation industry.
- Competitive stipend or compensation package.

Contacts

1. Prepare Your Application Materials:

- Update your resume/CV to highlight relevant education, skills, and

Hiring organization

SACAA

Employment Type

Intern

Duration of employment

3 Months

Industry

Airlines and Aviation

Job Location

Midrand, Gauteng, South Africa,
1685, Midrand, Gauteng, South Africa

Working Hours

09

Date posted

April 29, 2024

Valid through

08.01.2028

experiences.

- Craft a compelling cover letter expressing your interest in the internship and how your qualifications align with the position's responsibilities.

2. Submission Process:

- Compile your resume/CV and cover letter into a single document (PDF format is recommended).
- Send an email to the designated application email address provided in the job description.
- Use a clear and professional subject line, such as "Application for Client Services Internship – [Your Name]."

3. Email Content:

- In the body of the email, introduce yourself briefly and express your interest in the internship opportunity.
- Attach your resume/CV and cover letter.
- Double-check for accuracy and completeness before sending.

4. Application Deadline:

- Ensure that your application reaches SACAA by the specified deadline mentioned in the job description.

5. Follow-Up:

- After submitting your application, consider sending a brief follow-up email a week or two later to inquire about the status of your application. This demonstrates your enthusiasm and interest in the position.