



<https://www.internswired.online/job/sanlam-learnerships-2/>

Sanlam: Admin Learnerships 2024 New Job Opening

Description

Sanlam is offering a dynamic opportunity for individuals interested in gaining practical experience and developing essential administrative skills through our Admin Learnership program. This learnership provides hands-on training and exposure to various administrative functions within our organization, offering a pathway to a rewarding career in the financial services industry.

Responsibilities

- Assist with general administrative tasks, including filing, data entry, and document management.
- Provide support to teams across different departments as required.
- Learn and adhere to company policies and procedures.
- Assist with organizing meetings, events, and workshops.
- Handle incoming calls and correspondence in a professional manner.
- Collaborate with colleagues to ensure efficient workflow and communication.
- Participate in training sessions and workshops to enhance skills and knowledge.
- Maintain confidentiality of sensitive information at all times.
- Contribute positively to team dynamics and company culture.

Qualifications

- High school diploma or equivalent qualification.
- Basic computer literacy, including proficiency in Microsoft Office Suite.
- Strong communication and interpersonal skills.
- Attention to detail and accuracy in work.
- Ability to multitask and prioritize tasks effectively.
- Eagerness to learn and develop new skills.
- Adaptability and willingness to work in a dynamic environment.
- South African citizenship or permanent residency.
- Previous administrative experience (preferred but not required).

Job Benefits

- Gain valuable work experience in a reputable financial services organization.
- Opportunity for personal and professional growth through training and development.
- Exposure to diverse administrative functions and departments.
- Receive a monthly stipend during the learnership period.
- Potential for career advancement and employment opportunities within Sanlam upon successful completion of the program.

Hiring organization
Sanlam

Employment Type
Intern

Duration of employment
3 Months

Industry
Financial Services

Job Location
Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours
09

Date posted
May 12, 2024

Valid through
23.02.2028

Contacts

Interested candidates are invited to submit their CV along with a brief cover letter outlining their motivation for applying to the Admin Learnership program at Sanlam. Please ensure that the subject line of your email includes "Admin Learnership Application – [Your Name]". Only shortlisted candidates will be contacted for further assessment.

Sanlam is an equal opportunity employer and is committed to diversity and inclusion in the workplace. We encourage applications from all qualified individuals, regardless of race, gender, age, disability, sexual orientation, or religion.