

<https://www.internswired.online/job/smollan-internships/>

Smollan: HR / Finance Internships 2024 Apply online

Description

Smollan offers an exciting opportunity for enthusiastic and motivated individuals seeking hands-on experience in both Human Resources and Finance. As an intern, you will have the chance to gain valuable insights into the inner workings of a global retail solutions company while contributing to key projects and initiatives within the HR and Finance departments.

Responsibilities

1. Human Resources (HR):

- Assist HR professionals in recruitment processes, including candidate sourcing, screening, and scheduling interviews.
- Support in the onboarding process for new hires, ensuring a smooth transition into the organization.
- Aid in HR administrative tasks such as maintaining employee records, updating databases, and organizing employee-related documentation.
- Contribute to HR initiatives aimed at employee engagement, training programs, and performance management.

2. Finance:

- Assist finance professionals in basic accounting tasks, including accounts payable and receivable functions.
- Help with financial data entry, reconciliation, and documentation.
- Support in financial analysis and reporting tasks.
- Participate in projects related to budgeting, forecasting, and expense tracking.

Qualifications

- Currently pursuing a degree in Human Resources, Finance, Business Administration, or related field.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Eagerness to learn and contribute in a fast-paced, dynamic environment.
- Ability to multitask and prioritize tasks effectively.

Job Benefits

- Mentorship from experienced professionals in HR and Finance.
- Hands-on experience in a global company setting.
- Exposure to various facets of HR and Finance functions.
- Networking opportunities within the industry.

Contacts

1. Prepare Your Application Materials:

Hiring organization

Smollan

Employment Type

Intern

Duration of employment

3 Months

Industry

Retail

Job Location

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

Working Hours

09

Date posted

May 7, 2024

Valid through

28.12.2024

- Update your resume to highlight relevant coursework, skills, and any previous experience related to Human Resources, Finance, or Business Administration.
 - Craft a cover letter expressing your interest in the internship and explaining how your skills and background align with the position.
- 2. Visit Smollan's Career Page or Application Portal:**
- Go to Smollan's official website and navigate to the "Careers" section.
 - Look for the current internship openings or search for the HR / Finance Internship position specifically.
- 3. Submit Your Application:**
- Follow the application instructions provided on the job posting.
 - Attach your resume and cover letter to the online application form or submit them via email as instructed.
 - Ensure that all required fields are filled out accurately, and all necessary documents are attached before submitting.
- 4. Tailor Your Application:**
- Customize your cover letter to emphasize your interest in both HR and Finance aspects of the internship.
 - Highlight relevant coursework, skills, and any extracurricular activities or experiences that demonstrate your suitability for the role.
- 5. Double-Check Your Application:**
- Before submitting, review your application materials for any errors or typos.
 - Ensure that your resume and cover letter are tailored to the internship position and showcase your strengths and enthusiasm for the opportunity.
- 6. Follow-Up:**
- After submitting your application, consider sending a polite follow-up email a week or two later to express your continued interest in the position.
 - Use this opportunity to reiterate your enthusiasm and inquire about the status of your application.