

Send me alerts every  days[Share this Job](#)  

## Internship - Human Resources

**Date:** 31-Jul-2019**Location:** WC, South Africa**Company:** Distell Limited

Distell presents exciting opportunities for candidates with potential for placement in our **Human Resources Department**, based at **Techno Park in Stellenbosch**. The successful candidate will report to the **Human Resource Manager**.

### **Purpose of the Position**

The intention is to give practical work experience to students who are in their last year of study and require exposure in a work environment or have a prerequisite to have practical work experience before qualification. Successful interns will be expected to enter into a 12 month contract commencing February 2020 and terminating January 2021.

### **Key Learning Areas include, but are not limited to the following:**

- General Documentation and Administration
- Recruitment and Selection
- Benefit Administration
- Training and Development

### **To qualify for selection and participation in this programme, candidates must satisfy the following criteria:**

- Final year of obtaining tertiary qualification – degree / diploma;
- Computer literacy – Word, Excel, PowerPoint
- Sound communication and presentation skills;
- Effective time management;
- Ability to multi-task and perform under pressure.
- Ability to work in a team
- Driver's License would be beneficial
- South African citizen;
- Successful interns will be expected to enter into a 12 month contract.

### **Prospective interns must submit the following:**

- Covering letter/ Motivational letter,
- A curriculum vitae,
- Certified academic record,
- Certified copy of Grade 12,
- A letter from the tertiary institution,
- A format for evaluation, required by the tertiary institution ,
- Certified copies of Identity Document.

### **Application Process:**

If interested and meet all requirements, please register and apply via the Distell career portal by logging onto [www.distell.co.za/careers](http://www.distell.co.za/careers)

**Reference Number:** 15932**Closing Date:** 07 August 2019