

Careers

BUSINESS ADMINISTRATIVE INTERN

Details ▲	
Closing Date	2021/11/30
Job Title	Business Administrative Intern
Department	Holdings Business Development Client Relationship Management
Company	Holdings
Job Type	Internship
Location - Country	South Africa
Location - Province	Gauteng
Location - Town / City	Midrand
Location - Client Site	n/a
Job Advert Summary	<p>At Pragma we provide the opportunity for individuals to enjoy their working lives as much as their home lives. We foster a team environment in which each individual is recognised, valued and developed to support our company strategy. We encourage people with disabilities and from diverse backgrounds to apply.</p> <p>We are seeking an energetic, responsible Business Administrative intern to join our organization. In this position, you will be expected to learn the ins-and-outs of our daily routines and procedures. You will focus on learning how our organization runs. You will only be considered for this position, if you have a valid letter from the Institution, confirming that work integrated learning is a requirement to obtain your Qualification.</p>
Minimum Requirements	<ul style="list-style-type: none"> • Must be enrolled in an accredited university or college to obtain your Business Administration or similar qualification • A student who requires in-service training to obtain their qualification • Academic record of years completed • Academic record of current year • Proficient with Microsoft Office packages such as Excel, Word, Powerpoint • Strong verbal and written communication skills • Energetic and eager to tackle new projects and ideas • Self-directed and able to work without supervision
Duties & Responsibilities	<ul style="list-style-type: none"> • Answer phone inquiries, direct calls and provide basic company information • Perform clerical duties, take memos, maintain files and organize documents, etc. • Manage databases and input information/data and records • Create purchase orders for expenses to be approved in time • Shadow multiple office positions and train in variety of tasks • Attend company functions and networking events • Assist in the day-to-day office requirements
Policy ▼	