

Mzansi Skills Hub

Job Advertisement: Administrative Intern



Job Title: Administrative Intern

Mzansi Skills Hub is looking for an enthusiastic Administrative Intern to support our daily operations and contribute to the growth of our platform.

Key Responsibilities:

- Assist with general administrative tasks, including data entry, filing, and document management.
 - Help in organizing meetings, training sessions, and events, ensuring all arrangements are in place.
 - Support the team with maintaining and updating company records, databases, and contact lists.
 - Manage incoming calls, emails, and other communications, directing them to the appropriate person or department.
 - Prepare and distribute memos, emails, and other correspondence.
 - Assist with tracking office supplies and inventory, and coordinate with suppliers for restocking.
 - Support HR tasks such as processing intern applications, scheduling interviews, and maintaining HR documents.
 - Help in coordinating service requests and follow-ups with clients.
 - Participate in special projects and tasks as assigned by the supervisor.
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Qualifications:

- Currently pursuing or recently completed a diploma or degree in Business Administration, Office Management, or a related field.
 - Strong organizational and time management skills, with an eye for detail.
 - Good communication skills, both written and verbal.
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- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and basic computer skills.
 - Ability to work independently and as part of a team.
 - Enthusiasm for learning and gaining practical experience in an administrative role.
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Preferred Skills:

- Familiarity with CRM or project management tools like Trello, Monday.com, or JIRA.
 - Experience with customer service or office support roles.
 - Knowledge of POPIA compliance would be advantageous.
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Additional Information:

- **Duration:** 1 year (with a possibility of extension based on performance).
- **Location:** Remote
- **Equipment and Internet Requirements:** Candidates must have access to their own laptop and a reliable, stable internet connection, both of which will be at their own expense.
- **Compensation:** The Intern should be already on stipend

Interested candidates should send their CVs to cv@mzanziskillshub.co.za by **1st November 2024**.