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BMW: Business Admin / Management Internships 2025/26 New Hiring

Description

As a Business Admin / Management Intern at BMW Group South Africa, you will support the Customer and Dealer Services (CDS) team across various sales channels. Your responsibilities will include assisting with order processing, managing pre-delivery processes for vehicles, and ensuring accurate follow-up. Additionally, you'll play an essential role in auditing deal files, verifying that all required documentation is correctly uploaded and data captured accurately.

Responsibilities

- Provide administrative support to the CDS team across different sales channels.
- Assist in processing and managing vehicle orders, ensuring smooth pre-delivery processes.
- Conduct follow-ups on ongoing vehicle sales and delivery processes.
- Support in auditing deal files to ensure completeness and accuracy of documentation.
- Ensure all required data is correctly captured in relevant systems.

Qualifications

- Must hold or be pursuing one of the following degrees:
 - Bachelor of Business Administration
 - Bachelor of Business Management

Skills

- Proficient in computer skills (MS Office Suite).
- High level of accuracy and attention to detail.
- Strong sense of urgency and ability to meet deadlines.
- Excellent communication skills for effective interaction with team members and stakeholders.

Contacts

To apply for the **Business Administration / Management Internship 2025** at **BMW Group South Africa**, follow these steps:

1. **Prepare Your Documents:**

Hiring organization
BMW

Employment Type
Intern

Duration of employment
3 Months

Industry
Motor Vehicle Manufacturing

Job Location
Midrand, Gauteng, South Africa,
1685, Midrand, Gauteng, South
Africa

Working Hours
09

Date posted
November 12, 2024

Valid through
12.11.2029

- Updated CV/Resume
 - Cover Letter (highlighting why you're a great fit for the role)
 - Academic transcripts (if applicable)
2. **Visit the BMW Group Careers Page:**
 - Go to the official [BMW Group South Africa Careers website](#).
 - Navigate to the “Internships” or “Opportunities” section and search for the “Business Admin / Management Internship 2025” position.
 3. **Complete the Online Application:**
 - Fill out the required details in the application form.
 - Attach your CV, cover letter, and other necessary documents.
 4. **Submit Your Application:**
 - Double-check all information for accuracy.
 - Click “Submit” to send your application to BMW Group South Africa.
 5. **Stay Updated:**
 - You may receive updates via email, so keep an eye on your inbox for any communication from BMW Group South Africa.

Good luck with your application!