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## Bosch Group: Business Admin Internships (2025 / 2026) Apply Here

### Description

We are offering an exciting opportunity for a motivated Business Administration Intern to join our team at Bosch Group. This internship provides hands-on experience in various facets of business administration within a dynamic and collaborative environment.

### Responsibilities

- Assist in day-to-day administrative tasks to support different departments.
- Conduct research and analysis on market trends and industry developments.
- Contribute to project management tasks and participate in team meetings.
- Assist in creating reports, presentations, and documentation.
- Collaborate with cross-functional teams to support operational efficiency.

### Qualifications

- Current enrollment in a Bachelor's or Master's degree program in Business Administration or related field.
- Strong organizational and multitasking abilities.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Excellent communication and interpersonal skills.
- Proactive attitude and willingness to learn.

### Job Benefits

- Hands-on experience in a renowned global organization.
- Mentorship and guidance from industry professionals.
- Exposure to diverse business functions.
- Networking opportunities within the Bosch Group.

### Contacts

1. Updated Resume/CV outlining your educational background, relevant experiences, and skills.
2. A Cover Letter expressing your interest in the internship, highlighting why you're an ideal candidate, and specifying your career goals.
3. Academic transcripts.

### Hiring organization

Bosch Group

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Technology, Information and Internet

### Job Location

Midrand, Gauteng, South Africa,  
1685, Midrand, Gauteng, South Africa

### Working Hours

09

### Date posted

January 4, 2025

### Valid through

14.02.2028