

## CHIETA: Admin Internship 2023 New Hiring

### Description

Are you looking to kickstart your career in administration while contributing to the growth and development of the chemical industries sector in South Africa? CHIETA invites highly motivated and dynamic individuals to join our Admin Internship program. As an Admin Intern at CHIETA, you will gain hands-on experience in a professional work environment, learn from industry experts, and play a vital role in supporting the administrative functions of our organization.

### Responsibilities

- **Data Entry and Record Keeping:** Accurately enter data into databases, spreadsheets, and other administrative systems. Maintain and update records as necessary.
- **Document Management:** Assist in the organization, filing, and retrieval of documents, ensuring that all records are stored in a systematic and secure manner.
- **Communication:** Respond to emails, phone calls, and inquiries professionally and provide information to internal and external stakeholders as required.
- **Meeting Support:** Schedule meetings, prepare agendas, take minutes, and make arrangements for meetings, workshops, and events.
- **Office Administration:** Assist with general office duties such as photocopying, scanning, faxing, and maintaining office supplies.
- **Assist with Projects:** Provide support to various projects and initiatives within the organization.
- **Adherence to Policies:** Comply with CHIETA's policies and procedures while maintaining a high level of confidentiality and integrity in all tasks.

### Qualifications

- A recent graduate or student pursuing a relevant degree or diploma in Administration, Business Administration, or a related field.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work in a team, as well as independently.
- Willingness to learn and adapt to new challenges.

### Job Benefits

- **Professional Development:** Gain valuable hands-on experience and enhance your administrative skills in a professional work environment.
- **Industry Exposure:** Learn about the chemical industries sector in South Africa and gain insights into the various aspects of skills development and training.
- **Mentorship:** Receive guidance and mentorship from experienced professionals in the field, providing you with a unique learning experience.
- **Networking:** Connect with industry experts, colleagues, and other interns,

### Hiring organization

CHIETA

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Education Administration Programs

### Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

### Working Hours

09

### Date posted

November 19, 2024

### Valid through

18.10.2025

expanding your professional network.

- **Career Growth:** Depending on performance, there may be opportunities for extension or permanent employment within CHIETA or related organizations.
- **Stipend:** Interns may receive a stipend or compensation for their contributions, depending on the organization's policies.
- **Learning Opportunities:** Attend workshops, seminars, and training sessions to enhance your knowledge and skills.
- **Real-World Experience:** Apply theoretical knowledge gained in your academic studies to real-world scenarios and projects.
- **Team Collaboration:** Collaborate with a diverse and talented team, fostering a dynamic and inclusive work environment.
- **Exposure to Policies and Procedures:** Gain an understanding of organizational policies, procedures, and industry regulations, which can be valuable for your future career.

## **Contacts**

### **1. Prepare Your Application Documents:**

- **Resume:** Create a professional resume that highlights your educational background, relevant skills, any previous work experience, and contact information.
- **Cover Letter:** Write a concise cover letter expressing your interest in the Admin Internship position at CHIETA. Address why you are a suitable candidate, what you hope to gain from the internship, and your enthusiasm for contributing to the organization.
- **Supporting Documents:** If required, include any additional documents such as academic transcripts, certificates, or letters of recommendation.

### **2. Review the Application Deadline:**

Check for the application deadline in the job posting or on the CHIETA website. Ensure you submit your application before the specified closing date.

### **3. Email Application:**

Compose an email to submit your application. Use a professional email address for communication.

### **4. Email Subject Line:**

In the subject line of your email, clearly state: "Admin Internship Application – [Your Full Name]"

### **5. Address Your Email:**

Address the email to the designated contact person or the HR department. If no specific contact is provided, use a general salutation such as "To Whom It May Concern."

### **6. Attach Application Documents:**

Attach your resume, cover letter, and any other required documents to the email. Ensure that they are in a common file format such as PDF or Word documents.

### **7. Compose the Email Body:**

In the body of the email, briefly introduce yourself and express your interest in the Admin Internship position. Mention any relevant academic qualifications and why you believe you are a suitable candidate.

#### **8. Proofread Your Email:**

Carefully proofread your email and all attached documents for spelling and grammar errors.

#### **9. Send Your Application:**

Click the "Send" button to submit your application.

#### **10. Follow-Up:**

After you've submitted your application, it's a good practice to follow up within a reasonable time frame (usually a week or two) to express your continued interest in the position and inquire about the status of your application.