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Johannesburg Water: Admin Internships 2025/26 Latest Opportunities

Description

Johannesburg Water is seeking enthusiastic and motivated individuals to join our team as Administrative Interns. This internship presents a unique opportunity for aspiring administrative professionals to gain hands-on experience in a dynamic and supportive environment.

Responsibilities

- Provide administrative support to various departments within Johannesburg Water, including but not limited to filing, data entry, and document management.
- Assist in organizing and coordinating meetings, workshops, and other events.
- Respond to inquiries and communicate effectively with internal and external stakeholders.
- Assist with drafting correspondence, reports, and presentations as needed.
- Contribute to special projects and initiatives aimed at improving organizational efficiency and effectiveness.
- Collaborate with team members to ensure smooth workflow and timely completion of tasks.
- Maintain confidentiality and handle sensitive information with discretion.

Qualifications

- Currently enrolled in or recently completed a relevant tertiary qualification in Business Administration, Office Management, or a related field.
- Strong organizational skills with keen attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook).
- Ability to prioritize tasks and manage time effectively in a fast-paced environment.
- Demonstrated ability to work independently and as part of a team.
- Positive attitude, willingness to learn, and a proactive approach to problem-solving.

Job Benefits

- Gain valuable real-world experience in the field of administration within a reputable organization.
- Opportunity to work alongside experienced professionals and receive mentorship and guidance.
- Exposure to diverse projects and initiatives that contribute to the community's well-being.
- Potential for personal and professional growth through training and development opportunities.

Contacts

Hiring organization

Johannesburg Water

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

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

Working Hours

09

Date posted

December 18, 2024

Valid through

14.02.2028

- Prepare your application documents: Ensure you have an updated resume/CV and a cover letter highlighting your qualifications, relevant experience, and motivation for applying.
- Email Application: Send an email with the subject line: "Application for Administrative Intern Position – [Your Full Name]".
- Attach Documents: Attach your resume/CV and cover letter to the email in PDF format.
- Application Deadline: Ensure your application is submitted before this date to be considered.
- Confirmation: Upon receiving your application, you will receive a confirmation email acknowledging receipt.
- Review Process: Applications will be reviewed by the Johannesburg Water recruitment team.
- Interview: Shortlisted candidates will be contacted for further assessment, which may include interviews or additional tasks.
- Selection: Successful candidates will be notified of their selection and provided with further instructions regarding the next steps.