



<https://www.jobzfrica.com/job/sanlam-admin-assistant-internship-programme/>

## Sanlam: Admin Assistant Internship (2025 / 2026) New Application

### Job Overview

Are you a motivated and eager individual looking to gain valuable experience in the financial services industry? Sanlam invites you to join our team as an Admin Assistant Intern. This internship offers a unique opportunity to work with professionals in a dynamic and supportive environment, where you'll have the chance to contribute to the success of the organization while developing your own skills and knowledge.

### Qualifications

- Currently enrolled in or recently completed a relevant degree program (e.g., Business Administration, Finance, or a related field).
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Detail-oriented with excellent organizational skills.
- Ability to work independently and as part of a team.
- Eagerness to learn and a proactive attitude.
- High level of professionalism and integrity.

### Tasks

- **Administrative Support:** Provide administrative support to various departments within the company, including document management, data entry, and record keeping.
- **Customer Service:** Assist in delivering excellent customer service by responding to inquiries, assisting with client requests, and ensuring a positive client experience.
- **Office Organization:** Help maintain a well-organized and efficient office environment, including filing, office supplies management, and coordinating meetings.
- **Data Analysis:** Assist in data collection and analysis to support decision-making processes and reporting requirements.
- **Team Collaboration:** Collaborate with colleagues on various projects, lending your support and contributing to team goals.
- **Learning and Development:** Take advantage of training opportunities and actively seek to expand your knowledge of the financial services industry.
- **Adherence to Policies:** Ensure compliance with company policies, procedures, and ethical standards.

### Advantages

- Valuable hands-on experience in the financial services industry.
- Mentorship and guidance from experienced professionals.
- Exposure to a diverse range of tasks and responsibilities.
- Networking opportunities within Sanlam and the broader financial services sector.
- Competitive internship stipend.

### Hiring organization

Sanlam

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Financial Services

### Job Location

Bellville, Western Cape, South Africa, 7530, Bellville, Western Cape, South Africa

### Working Hours

09

### Date posted

December 3, 2024

### Valid through

14.02.2028

## How to Apply

### 1. Prepare Your Application Materials:

- Update your resume to include your educational background, work experience, skills, and any relevant coursework or projects.
- Write a cover letter that highlights your interest in the internship, explains why you're a suitable candidate, and outlines your career goals.

### 2. Gather Academic Transcripts:

- Collect copies of your academic transcripts, which may be required as part of the application process.

### 3. Compose an Email:

- Create a new email message addressed to the designated application email address provided in the job description.

### 4. Subject Line:

- In the subject line of the email, use the following format: "Admin Assistant Internship Application – [Your Name]."

### 5. Attach Your Documents:

- Attach your resume, cover letter, and academic transcripts to the email. Ensure they are in PDF or Word document format.

### 6. Write a Brief Email Message:

- In the body of the email, write a concise and polite message expressing your interest in the internship. Mention that your resume and other documents are attached for their review.

### 7. Proofread:

- Carefully proofread your email, resume, and cover letter to check for any errors in grammar, spelling, or formatting.

### 8. Send Your Application:

- Click the "Send" button to submit your application. Double-check that you are sending it to the correct email address mentioned in the job description.

### 9. Follow Up (Optional):

- If you haven't received a response after a reasonable amount of time, you may consider sending a follow-up email expressing your continued interest in the internship and inquiring about the status of your application.