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Sanlam: Support Assistant Internships (2026 / 2027) Online Application

Description

Sanlam is seeking dynamic and motivated individuals to join our Support Assistant Internship program. As a Support Assistant Intern, you will have the opportunity to gain valuable hands-on experience in a fast-paced corporate environment while providing essential support to various departments within the organization. This internship is designed to offer exposure to different facets of our operations, helping you develop a well-rounded skill set and kick-starting your career in the financial services industry.

Responsibilities

- Provide administrative support to team members across different departments.
- Assist with data entry, filing, and documentation tasks to ensure efficient record-keeping.
- Respond to inquiries via phone, email, and in-person, directing them to the appropriate personnel.
- Assist in scheduling meetings, appointments, and events, and preparing necessary materials.
- Collaborate with team members on special projects and initiatives as assigned.
- Conduct research and gather information to support departmental objectives.
- Maintain confidentiality and integrity when handling sensitive information.

Qualifications

- Currently enrolled in a relevant undergraduate program or recently graduated.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Excellent communication skills, both verbal and written.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently as well as part of a team.
- Adaptability and eagerness to learn in a fast-paced environment.
- Previous experience in an office setting or customer service role is a plus but not required.

Job Benefits

- Hands-on experience in a leading financial services organization.
- Exposure to various aspects of corporate operations.
- Mentorship and guidance from experienced professionals.
- Networking opportunities within the industry.
- Possibility of future career advancement within Sanlam.

Contacts

Hiring organization

Sanlam

Employment Type

Intern

Duration of employment

3 Months

Industry

Financial Services

Job Location

Pretoria, Gauteng, South Africa, 0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

January 3, 2025

Valid through

14.02.2028

Interested candidates should submit their resume and a cover letter outlining their interest in the Support Assistant Internship position at Sanlam.

Join Sanlam and embark on a rewarding journey where your talents are nurtured, and your potential is realized. Apply today and take the first step towards a successful career in the financial services industry.