



<https://www.jobzfrica.com/job/sanlam-sales-support-assistant-internships/>

## Sanlam: Sales Support assistant Internships 2023 New Hiring

### Description

As a Sales Support Assistant Intern at Sanlam, you will play a crucial role in supporting our sales and marketing teams by providing administrative and operational assistance. This role is ideal for individuals who are interested in pursuing a career in finance, sales, or marketing and want to gain valuable hands-on experience in a dynamic and professional environment.

### Responsibilities

- **Sales Support:** Assist sales and marketing teams in daily activities such as data entry, lead management, and CRM system maintenance.
- **Client Communication:** Interact with clients and provide excellent customer service through various communication channels, including phone, email, and in-person.
- **Administrative Tasks:** Handle various administrative duties such as filing, document preparation, and scheduling appointments.
- **Report Generation:** Compile and generate reports related to sales activities, customer feedback, and market trends.
- **Market Research:** Assist in conducting market research and competitive analysis to help the sales and marketing teams make informed decisions.
- **Team Collaboration:** Collaborate with colleagues across different departments to ensure efficient and effective workflow.
- **Professional Development:** Participate in training programs and workshops to enhance your skills and knowledge of the financial services industry.

### Qualifications

- Currently enrolled in a degree program or recent graduate in business, finance, marketing, or a related field.
- Strong communication skills and a customer-oriented mindset.
- Proficiency in Microsoft Office applications (Word, Excel, and PowerPoint).
- Highly organized with attention to detail and the ability to multitask.
- A willingness to learn and adapt in a fast-paced environment.
- Professional and positive attitude.

### Job Benefits

- **Hands-on Experience:** Gain practical, real-world experience in the financial services industry, which can provide a strong foundation for your future career.
- **Mentorship:** Access to experienced professionals who can serve as mentors and provide guidance throughout your internship.
- **Professional Development:** Opportunities for training and workshops to enhance your skills and knowledge.
- **Networking:** Build a professional network and connect with professionals in the financial services sector, which can be invaluable for future job opportunities.

### Hiring organization

Sanlam

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Financial Services

### Job Location

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

### Working Hours

09

### Date posted

November 19, 2024

### Valid through

31.10.2025

- **Resume Enhancement:** Enhance your resume with relevant experience and skills that can make you a more attractive candidate for future employment.
- **Exposure to Financial Services:** Learn about the inner workings of the financial services industry, including insurance, investments, and wealth management.
- **Compensation:** Depending on the internship, you may receive a stipend or hourly wage, helping to offset living expenses or tuition costs.
- **Flexible Hours:** Some internships offer flexible work hours, making it easier to balance work and other commitments.
- **Feedback and Evaluation:** Regular feedback and performance evaluations can help you improve and understand your strengths and areas for growth.
- **Team Collaboration:** Gain experience working in a team-oriented environment and understand the dynamics of a professional workplace.

## Contacts

1. **Review the Job Posting:** Carefully read the job description and requirements to ensure that you meet the qualifications and are genuinely interested in the internship.
2. **Prepare Your Application Materials:**
  - **Resume:** Update your resume to highlight your relevant skills, education, and any previous work or volunteer experience.
  - **Cover Letter:** Write a tailored cover letter that explains why you're interested in the internship, how it aligns with your career goals, and what you can bring to the position. Make sure to address it to the appropriate contact if mentioned in the job posting.
3. **Gather Supporting Documents:** Some companies may require additional documents, such as transcripts, recommendation letters, or a portfolio. Be sure to prepare these if needed.
4. **Visit the Company's Career Website:** Go to the Sanlam website or the specific careers section, if available, to find information about the internship and the application process. There, you might find a dedicated application portal.
5. **Complete the Application Form:** If there is an online application portal, complete the required fields with your personal and academic information. Upload your resume, cover letter, and any other requested documents.
6. **Double-Check Your Application:** Before submitting, review your application materials for accuracy, grammar, and completeness. Ensure that you've followed any specific application instructions provided by Sanlam.
7. **Submit Your Application:** Click the "Submit" or "Apply" button on the application portal. If you're applying via email, attach your application materials and send them to the specified email address.
8. **Follow Up:** If you don't receive a confirmation of your application within a reasonable time, you may want to follow up to ensure your materials were received.
9. **Prepare for Interviews:** If your application is successful, you may be invited for an interview. Be ready to discuss your qualifications, experience, and why you're interested in the internship.
10. **Interview Preparation:** Research Sanlam, its culture, and the financial services industry. Prepare thoughtful questions to ask the interviewers.
11. **Interview Attire:** Dress professionally for the interview, whether it's conducted in person or via video conference.
12. **Attend the Interview:** Be punctual and professional during the interview. Clearly communicate your interest and readiness for the internship.

13. **Thank You Note:** After the interview, consider sending a thank-you email to express your appreciation for the opportunity to interview.
14. **Wait for a Response:** The company will inform you of their decision. If you receive an offer, carefully review it and follow their instructions for acceptance.