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AVBOB: Business Admin Internships 2024 New Application

Description

AVBOB is a leading provider of funeral services and products in South Africa, committed to delivering compassionate care and support to families during difficult times. Our dedicated team strives for excellence in every aspect of our service, ensuring that our clients receive the utmost respect and professionalism.

We are seeking motivated and detail-oriented Business Admin Interns to join our team. This internship will provide valuable hands-on experience in business administration, allowing interns to develop essential skills in a dynamic work environment. The ideal candidate will be enthusiastic about learning and contributing to various administrative functions within AVBOB.

Responsibilities

- Assist with daily administrative tasks and support various departments.
- Maintain and organize company records and documentation.
- Help prepare reports, presentations, and other business-related materials.
- Participate in team meetings and contribute to project discussions.
- Conduct research and data analysis to support decision-making processes.
- Collaborate with team members on special projects and initiatives.
- Provide excellent customer service to clients and stakeholders.

Qualifications

- Currently pursuing or recently completed a degree in Business Administration, Management, or a related field.
- Strong organizational and time management skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently as well as part of a team.
- A proactive attitude and willingness to learn.

Job Benefits

- A supportive and engaging work environment.
- Hands-on experience in a reputable company.
- Mentorship from experienced professionals in the field.
- Opportunities for personal and professional development.
- A chance to make a meaningful impact within the community.

Contacts

Hiring organization

AVBOB

Employment Type

Intern

Duration of employment

3 Months

Industry

Financial Services

Job Location

Cape Town, Western Cape, South Africa, 8000, Cape Town, Western Cape, South Africa

Working Hours

09

Date posted

October 15, 2024

Valid through

15.07.2028

Interested candidates should submit their resume and a cover letter outlining their interest in the internship.

AVBOB is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.