

WE ARE
HIRING!

OFFICE ADMINISTRATOR INTERNSHIP

An Office Administrator Intern is responsible for managing the day-to-day operations of the office, ensuring a smooth and efficient work environment.

DUTIES AND RESPONSIBILITIES:

- **Reception duties:** Greeting visitors, answering phones, and directing calls.
- **Administrative tasks:** Managing calendars, scheduling appointments, and coordinating travel arrangements.
- **Record keeping:** Maintaining accurate and up-to-date records, files, and databases.
- **Correspondence:** Preparing and sending emails, letters, and other communications.
- **Office management:** Overseeing office supplies, equipment, and facilities maintenance.
- **Financial tasks:** Handling invoices, expenses, and budgeting.
- **HR support:** Assisting with recruitment, onboarding, and employee records.
- **Data entry:** Accurately entering information into computer systems.
- **Reporting:** Generating reports and presenting data to management.
- **Special projects:** Supporting various initiatives and tasks as assigned by management.
- **Team support:** Providing backup assistance to colleagues as needed.
- **Compliance:** Ensuring adherence to company policies and procedures.

REQUIREMENTS AND QUALIFICATIONS

- Diploma or bachelor's degree in office administration/ Operations management/ Business Management or a similar relevant qualification
- Minimum of 2 years Administrative and reception experience preferred.
- Computer proficiency
- Problem solving skills
- Independent thinking ability
- Organizational and time management skills
- Basic math skills
- Professional appearance

**CLOSING
DATE**

12 August 2024

ENQUIRIES

Ms. J Mabasa

hr@sncti.com

**Submission to be done on
our website under student
application**

www.sncti.com