



<https://www.internnerd.com/job/aspen-internship/>

Aspen Internship 2026/2027 For SED Graduate Programme

Description

Aspen is offering a 12-month Graduate Internship Programme focused on Social Economic Development (SED) activities. The selected candidate will be employed in a graduate capacity, with an opportunity to enhance their skills and gain practical experience in SED-related work. Under the mentorship of an experienced Corporate Social Investment (CSI) Manager, the intern will be engaged in meaningful projects that support the organization's commitment to social impact in the communities where Aspen operates.

The SED graduate internship offers a comprehensive training process that ensures exposure to various aspects of corporate social responsibility. Interns will rotate within different departments of the CSI team to gain insight into the collaborative work required for effective social impact initiatives. Additionally, the internship includes staged exposure to the broader business environment, allowing the intern to align with business support functions and better understand the role of SED within the organization.

Responsibilities

As an intern in this programme, you will be responsible for the following tasks:

- Processing payments for SED initiatives and programs.
- Collaborating with the finance department to ensure the timely payment of invoices and tracking of expenses.
- Maintaining accurate and current records of all SED activities and initiatives.
- Providing administrative support to the SED team, including preparing reports, managing files, and organizing events.
- Scheduling and coordinating meetings and events related to SED activities.
- Assisting in drafting and proofreading documents, such as reports and presentations.
- Collaborating with other departments to ensure the effective coordination of SED initiatives.
- Attending meetings, taking minutes, and distributing action points to relevant stakeholders.
- Generating simple reports and performing additional administrative tasks as needed.

Qualifications

To be eligible for this internship, candidates must hold a Degree or Diploma in one of the following fields:

- Communications
- Public Relations
- Business
- Finance

Skills and Competencies:

Hiring organization

Aspen

Employment Type

Intern

Duration of employment

12 months

Industry

Pharmaceutical Manufacturing
Internships

Job Location

Johannesburg, Gauteng, South Africa, 2001, Johannesburg, Gauteng, South Africa

Working Hours

9

Date posted

December 2, 2024

Valid through

31.12.2026

- A strong interest in social responsibility, community development, or philanthropy.
- Proficiency in Microsoft Office, particularly Excel and PowerPoint.
- Exceptional communication skills, both written and verbal, especially when interacting with diverse groups, including business executives and technical staff.
- The ability to collaborate effectively with colleagues and work in a team environment.
- Strong critical thinking, analytical, and problem-solving abilities.
- Excellent organizational and administrative skills, with a keen attention to detail.
- The ability to manage multiple tasks and meet deadlines with a sense of urgency.
- Independence in applying acquired knowledge and skills.

Job Benefits

- Hands-on experience in a corporate social responsibility environment.
- Mentorship from experienced professionals in the CSI field.
- Exposure to various departments within the organization, providing a well-rounded understanding of business operations.
- Opportunities for professional growth and skill development.

How to Apply?

Interested candidates should submit their applications through Aspen's career portal or the relevant platform. Ensure that your resume highlights your academic qualifications, relevant skills, and any previous experience in community development or social responsibility activities.