



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

## FEM Internship Programme 2024/2025 For Admin

### Description

The FEM Admin Internship Programme for 2024/2025 offers a valuable 12-month contract opportunity for candidates to support the Human Resources, Marketing, and Underwriting departments with key administrative functions. This internship is aimed at building essential skills in organizational support and enhancing operational efficiency.

The FEM Admin Internship provides interns with hands-on experience in three critical departments: Human Resources, Marketing, and Underwriting. Participants will assist with day-to-day administrative tasks that contribute to the smooth functioning of these departments. This program is designed to help interns build a foundation in administrative practices and gain insight into department-specific operations.

### Responsibilities

Interns in the FEM Admin Internship Programme will:

- Support the Underwriting department by managing new registrations, state transfers, cancellations, and return of earnings processes.
- Assist the Marketing & Communications team with agency briefings, publishing internal communications on CLA, coordinating events, and distributing promotional materials.
- Provide administrative support to the HR department in recruitment and selection processes, learning and development initiatives, performance management, bursary program coordination, and various ad-hoc HR projects.

### Qualifications

Applicants must meet the following qualifications:

- A Grade 12 / Matric certificate with strong proficiency in English and Mathematics.
- A relevant diploma or degree.
- Between 0 to 6 months of experience in general administration or data capturing.
- Strong interpersonal skills, with good literacy and numeracy capabilities.

### Job Benefits

This internship offers:

- Opportunities for networking and mentorship within FEM.
- Exposure to a professional work environment and corporate practices.
- Skill development in administrative functions specific to HR, Marketing, and Underwriting.
- Practical experience in administrative support across multiple departments.

### How to Apply?

Qualified and interested candidates are encouraged to apply for this 12-month

### Hiring organization

FEM

### Employment Type

Intern

### Duration of employment

12 months

### Industry

Insurance Internships

### Job Location

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

### Working Hours

10

### Date posted

December 1, 2024

### Valid through

31.12.2026

internship. Applications can be submitted through the FEM careers portal, where detailed application instructions are provided.