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Fidelity Services Group Entry level Internship 2024/2025 For Administrative Assistant

Description

The Administrative Assistant internship at Fidelity Services Group offers entry-level experience in office administration and business management. This role requires the intern to perform essential office support functions, handling tasks such as documentation, filing, correspondence, scheduling, and travel coordination, all while maintaining the highest levels of confidentiality.

Responsibilities

- Schedule and organize all meetings for the General Manager, clients, and management team, including one-on-one staff meetings. Prepare agendas and distribute meeting minutes in a timely manner through email and phone coordination.
- Type and distribute outgoing documentation, screen incoming correspondence, and gather necessary information from relevant departments. Manage calls for the General Manager, ensuring proper screening and prioritization.
- Oversee fleet repairs and manage purchase orders, providing telephonic support for client issues that reach the General Manager. Offer prompt, detailed feedback to clients as needed.
- Arrange travel and accommodation for the General Manager and other managers, ensuring compliance with budget guidelines.
- Prepare commission claims for review and manage payroll tasks, including leave applications, reconciliations, and other related administrative duties.
- Assist the sales team with general operations, support FSD staff with administrative tasks, and handle high volumes of email correspondence.
- Maintain comprehensive knowledge of Fidelity Secure Drive's products and services, staying updated on any changes, and support the team with ad-hoc tasks as necessary.

Qualifications

- Excellent organizational and multitasking skills with the ability to manage multiple projects concurrently.
- Strong verbal and written communication skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Strong attention to detail and ability to prioritize tasks effectively.
- Effective interpersonal skills, capable of building positive working relationships.
- High school diploma or equivalent (Matric / Grade 12 certificate).

Job Benefits

This internship provides valuable experience in office administration, hands-on training in business operations, and a foundational understanding of corporate communications. Interns will develop skills in project coordination, time management, and professional communication, gaining exposure to a fast-paced business environment.

Hiring organization

Fidelity Services Group

Duration of employment

12 months

Industry

Security and Investigations Internships

Job Location

Roodepoort, Gauteng, South Africa, 1724, Roodepoort, Gauteng, South Africa

Working Hours

10

Date posted

December 2, 2024

Valid through

31.12.2026

How to Apply?

Interested candidates who meet the above qualifications should submit a resume and cover letter to [insert email address] with the subject line "Administrative Assistant Internship Application." Applications will be reviewed on a rolling basis until the position is filled.

Fidelity Services Group is committed to fostering a diverse and inclusive workplace.