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## Fidelity Services Group Entry level Internship 2026/2027 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.