

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

Hastings Direct Internship 2026/2027 For Data Administrator

Description

Hastings Direct is seeking a suitably qualified individual to join the organization as a Data Administrator Intern for a duration of 12 months. This internship offers the opportunity to contribute to the Hastings Campaign while gaining valuable experience in data administration.

The Data Administrator Intern will play a vital role in supporting data analytics and administration tasks within Hastings Direct. The intern will be expected to engage in various analytical activities, contributing to the overall efficiency of data management within the organization.

This internship program is designed for individuals who are eager to develop their skills in data analytics and administration. The selected intern will work alongside experienced professionals, gaining insights into the operations of a leading organization in the insurance sector.

Responsibilities

The primary responsibilities of the intern will include, but are not limited to:

- Adhering to an 8-hour shift schedule, with working hours between 08:00 and 16:30.
- Providing analytics support and data insights to the Hastings Direct Department.
- Building and maintaining management reports and dashboards.
- Assisting with administrative tasks as required.
- Documenting and formalizing key data processes and models to ensure a robust data analytics framework.

Qualifications

A National Diploma or Degree in one of the following fields:

- Data Science
- A strong academic track record.
- Administration
- Communications
- Accounting
- Data Analytics
- Auditing

Candidates should have no prior work experience and must not have participated in a learnership or internship.

Job Benefits

Interns at Hastings Direct will enjoy several benefits, including:

- Practical experience in data administration within a reputable organization.
- Opportunities to develop analytical skills and gain industry knowledge.

Hiring organization

Hastings Direct

Employment Type

Intern

Duration of employment

12 months

Industry

Insurance Internships

Job Location

Centurion, Gauteng, South Africa,
0157, Centurion, Gauteng, South Africa

Working Hours

9

Date posted

December 2, 2024

Valid through

31.12.2026

- Exposure to a supportive and collaborative work environment.
- The potential for future employment opportunities within the company.

How to Apply?

Interested candidates are encouraged to submit their applications via the Hastings Direct official website. Applications should include a comprehensive CV and a cover letter that outlines their qualifications and interest in the internship opportunity.