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Momentum Learnership Programme 2024/2025 For Client Service Administrator

Description

Momentum Corporate is offering an engaging Client Service Administrator Learnership Programme for the 2024/2025 period. This opportunity is designed to provide participants with foundational skills in client service administration, preparing them for future roles within the corporate environment. The programme will commence on 1 February 2025 and will be conducted at the Sandton location.

The Learnership Programme is crafted to furnish learners with practical experience in client service management, emphasizing the development of essential skills and competencies. Participants will be integrated into Momentum Corporate's operations, where they will be trained to handle client-related processes efficiently. The programme is aimed at young individuals aged 18 to 25, providing them with a robust platform to build a career in client service.

Responsibilities

Participants in the programme will be expected to manage various client service processes, ensuring timely and effective resolution of requests. They will be responsible for providing necessary information and documentation in accordance with established guidelines and compliance requirements. Building and maintaining positive relationships with clients and stakeholders, both internal and external, is a crucial part of the role. Additionally, learners will need to adhere to service level agreements to meet client expectations.

Qualifications

Eligible candidates must be between the ages of 18 and 25 and must have successfully completed Grade 12/Matric, with passes in English and either Mathematics or Accounting. Proficiency in English, both written and spoken, is required. Applicants should not be engaged in another learnership or have participated in one previously.

Job Benefits

The learnership offers participants the opportunity to acquire key skills in client service, enhancing their employability in the corporate sector. The programme provides practical experience, mentorship, and exposure to real-world business environments, facilitating personal and professional growth.

How To Apply?

Prospective candidates are invited to submit their applications, including a detailed resume and a cover letter that outlines their interest in the Client Service Learnership Programme. Applications should highlight relevant skills and competencies, such as client service orientation, teamwork, time management, attention to detail, and planning skills. Applicants are encouraged to demonstrate their commitment to learning and their suitability for the programme.

Hiring organization

Momentum

Employment Type

Intern

Duration of employment

12 months

Industry

Financial Services Internships

Job Location

Sandton, Gauteng, South Africa,
2196, Sandton, Gauteng, South Africa

Working Hours

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Date posted

November 19, 2024

Valid through

31.12.2026