



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

Mustek Graduate Internship 2026/2027 For Human Resources

Description

The Mustek Graduate Internship Programme for 2024/2025 is designed to integrate recent graduates into professional environments where they can apply their academic knowledge while gaining valuable work experience. This programme aims to nurture and develop young professionals, equipping them with the necessary skills to succeed in Human Resources and related fields.

Participants in the Mustek Graduate Internship will engage in various HR functions, contributing to key areas such as recruitment, onboarding, labour relations, and employee wellness. The programme focuses on fostering a deep understanding of HR processes and operations, ensuring that interns are well-prepared for future career opportunities in human resources and business administration.

Responsibilities

Interns will assist in managing tasks assigned by the Head of Human Resources, supporting recruitment efforts, and coordinating interviews. They will participate in employee onboarding, training programs, and maintain employee records and HR databases. Additionally, interns will contribute to HR projects and initiatives, including induction, labour relations, wellness, learning and development, and remuneration and benefits.

Qualifications

Candidates should possess a matric qualification and a degree (undergraduate or postgraduate) in Human Resources Management, Industrial Psychology, Business Administration, or a related field. Entry-level experience with exposure to HR practices is required, along with proficiency in the MS Office Suite.

Skills and Knowledge:

Successful applicants will have a strong passion for people development, diversity, inclusion, and organizational culture. They should exhibit adaptability, resilience, and a performance-driven mindset. The role demands an enquiring mind, problem-solving abilities, and excellent numerical, verbal, and written communication skills. Team collaboration is essential, as is the ability to deliver on personal goals. Accuracy and attention to detail are critical, alongside proficiency in Microsoft Office Suite.

Job Benefits

This internship offers a comprehensive learning experience, providing the opportunity to work within a team of skilled professionals while achieving personal and professional growth. Interns will gain firsthand experience in various HR functions, enhancing their career prospects in human resources and business sectors.

How To Apply?

Interested candidates should follow the Mustek application process, ensuring all necessary documentation is submitted by the specified deadline. Detailed

Hiring organization

Mustek

Employment Type

Intern

Duration of employment

12 months

Industry

Information Technology And Services Internships

Job Location

Midrand, Gauteng, South Africa, 1682, Midrand, Gauteng, South Africa

Working Hours

9

Date posted

December 1, 2024

Valid through

31.12.2026

application guidelines will be provided, and applicants must verify their eligibility and qualifications before applying.