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Universities South Africa (USA) Internship 2024/2025 For Receptionist

Description

Universities South Africa (USA) is committed to fostering skills development by providing valuable work experience opportunities for recent graduates. As part of this initiative, USA invites applications for a 12-month Internship Programme located in Pretoria. This program aims to help unemployed graduates gain essential experience and competencies in the labor market.

This Internship for Receptionist position involves supporting daily front-office operations, managing visitor flow, and delivering quality administrative assistance to various sections within the organization. The intern will be responsible for creating a welcoming and organized reception environment, supporting USA's internal and external communication, and assisting with clerical tasks that ensure the smooth running of the office.

The internship program offers practical exposure for graduates, combining hands-on experience with structured training to prepare them for professional roles. Successful candidates will gain comprehensive skills in office administration, customer service, and teamwork, crucial for future career advancement.

Responsibilities

- Answer telephone calls, direct them to relevant staff, and take messages when necessary.
- Guide and assist visitors, ensuring they are directed to the appropriate sections.
- Receive, sort, and distribute incoming mail and documents efficiently.
- Ensure the area is clean, organized, and stocked with necessary materials (e.g., brochures, stationery).
- Perform tasks such as minute-taking, filing, photocopying, transcribing, and faxing.
- Organize meetings, coordinate schedules, and arrange catering as required.
- Provide administrative and clerical assistance across various sections.
- Implement safety protocols and control access at the reception.
- Maintain a filing system and archive documents older than three years.
- Execute ad hoc tasks as needed to support office operations.

Qualifications

- Bachelor's Degree or equivalent qualification in a relevant field.
- Familiarity with administrative and clerical procedures.
- Knowledge of customer service principles.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong written and verbal communication skills.
- Excellent organizational skills.
- Professional demeanor and appearance.

Hiring organization

Universities South Africa (USA)

Employment Type

Intern

Duration of employment

12 months

Industry

Education Administration Programs
Internships

Job Location

Pretoria, Gauteng, South Africa,
0002, Pretoria, Gauteng, South Africa

Working Hours

9

Date posted

December 2, 2024

Valid through

31.12.2026

Job Benefits

- Hands-on experience in a professional office environment.
- Exposure to administrative and customer service roles within a higher education organization.
- Opportunity to develop practical skills in office management and organizational operations.
- Mentorship and support from experienced professionals.
- Monthly stipend for the internship duration.

How To Apply?

Interested applicants should submit the following:

- A detailed CV.
- Certified copies of academic transcripts and qualifications.
- A cover letter expressing interest in the position and outlining relevant skills and experience.

This internship offers a stepping stone for graduates seeking to establish themselves in the workforce and build a professional career path within administrative and clerical support functions.