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Anglo American: Admin Learnerships 2024 Apply Here

Description

Anglo American offers Admin Learnerships designed to provide practical experience and theoretical knowledge in administrative functions. This program serves as a platform for learners to develop essential administrative skills and contribute to various business operations.

Responsibilities

- Engage in structured learning sessions covering administrative procedures and tasks.
- Gain practical experience in data entry, document management, and office support.
- Assist in administrative duties such as filing, scheduling, and communication tasks.
- Learn about office software applications and tools for efficient workflow.
- Collaborate with team members to support daily administrative operations.

Qualifications

- Matric certificate or equivalent qualification.
- Interest in administrative functions and willingness to learn.
- Strong communication and interpersonal skills.
- Attention to detail and good organizational abilities.
- Ability to work effectively in a team environment.

Job Benefits

- Practical exposure to administrative functions in a corporate environment.
- Mentorship and guidance from experienced administrative professionals.
- Hands-on learning experience and skill development in administrative tasks.
- Potential for growth and career development within Anglo American.

Contacts

To apply for the Admin Learnerships at Anglo American, interested candidates meeting the requirements can follow these steps:

- **Prepare Your Application Materials:** Update your resume/CV and ensure it highlights your relevant skills and qualifications. Craft a cover letter expressing your interest in the Admin Learnerships and why you believe you're a suitable candidate.
- **Visit Anglo American's Official Career Portal:** Check the company's official website for career or job opportunities. Navigate to the careers section or job openings to find the specific Admin Learnerships position.
- **Submit Your Application Online:** Follow the instructions provided on the career portal. Complete the application form with your personal details, attach your resume/CV, and upload your cover letter. Ensure all required documents are included.

Hiring organization

Anglo American

Employment Type

Intern

Duration of employment

3 Months

Industry

Mining

Job Location

Kathu, Northern Cape, South Africa, 8446, Kathu, Northern Cape, South Africa

Working Hours

09

Date posted

November 2, 2024

Valid through

03.12.2024

- **Alternatively, Apply via Email:** If the company allows applications via email, send your application materials (resume/CV and cover letter) to the designated email address mentioned in the job description. Use the subject line specified by Anglo American for easier identification.
- **Double-Check and Submit:** Review your application before submission to ensure accuracy and completeness. Ensure all required fields are filled, and all necessary documents are attached before submitting.
- **Follow Up:** After submitting your application, you might consider following up with the company after a reasonable amount of time to inquire about the status of your application or to express your continued interest in the position.