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Blouberg Municipality Internships 2024 Apply Now

Description

We are seeking a dedicated and motivated Administrative Support Intern to join our team. This internship offers an excellent opportunity to gain hands-on experience in various administrative functions within a municipal setting. The successful candidate will work closely with experienced professionals, contributing to projects and initiatives aimed at enhancing the efficiency and effectiveness of our administrative processes.

Responsibilities

- Assist in day-to-day administrative tasks, including filing, data entry, and document management.
- Support departmental staff in coordinating meetings, preparing agendas, and taking meeting minutes.
- Conduct research and compile information as required for various projects and reports.
- Assist in organizing events, workshops, or community engagement activities.
- Provide general office support, including answering phone calls, responding to emails, and assisting visitors.
- Collaborate with team members to contribute ideas for process improvements and efficiency enhancements.

Qualifications

- Currently pursuing or recently completed a degree/diploma in Business Administration, Public Administration, or a related field.
- Strong organizational skills with excellent attention to detail.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team in a fast-paced environment.
- Passion for community service and a desire to learn about municipal operations.

Job Benefits

- Opportunity to gain practical experience in a municipal setting.
- Mentorship and guidance from experienced professionals.
- Exposure to various facets of municipal administration and governance.
- Networking opportunities within the local government sector.

Contacts

Interested candidates are invited to submit their resume and a cover letter detailing their interest in the internship position at Blouberg Municipality. Please email your application to hr@blouberg.gov.za with the subject line: "Administrative Support Internship Application – [Your Name]."

Hiring organization

Blouberg Municipality

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Blouberg, Western Cape, South Africa, 7441, Blouberg, Western Cape, South Africa

Working Hours

09

Date posted

September 17, 2024

Valid through

19.12.2024