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Clinix Health Group: Payroll (HR / Finance) Internships 2024 Apply online

Description

We are seeking a motivated and detail-oriented intern to join our Payroll department as part of our HR/Finance team. This internship offers a valuable opportunity to gain hands-on experience in payroll processes within a healthcare organization. The ideal candidate will have a strong interest in human resources, finance, and accounting, with a desire to learn and grow in a dynamic healthcare environment.

Responsibilities

- Assist in payroll data entry, ensuring accuracy and adherence to company policies and procedures.
- Support payroll processing activities under the guidance of senior team members.
- Collaborate with HR and Finance teams to gather necessary information for payroll activities.
- Help in reconciling payroll discrepancies and resolving payroll-related issues.
- Contribute to maintaining payroll records and documentation in compliance with regulations.
- Assist in generating payroll reports and analyses as needed.
- Learn and utilize payroll software and tools effectively.

Qualifications

- Currently pursuing a degree in Human Resources, Finance, Accounting, or a related field.
- Strong attention to detail and a high level of accuracy in data entry and record-keeping.
- Excellent organizational and time management skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office Suite (particularly Excel) is preferred.
- Strong communication skills, both verbal and written.
- A proactive and eager-to-learn attitude with a passion for the healthcare industry.

Job Benefits

- **Hands-on Learning Experience:** Gain practical knowledge and skills in payroll processes within a healthcare environment, enhancing your understanding of HR and finance functions.
- **Mentorship and Guidance:** Work closely with experienced professionals who provide guidance, support, and mentorship throughout the internship tenure.
- **Networking Opportunities:** Connect with a diverse team of healthcare and administrative professionals, fostering valuable relationships for potential future career opportunities.

Hiring organization

Clinix Health Group

Employment Type

Intern

Duration of employment

3 Months

Industry

Hospitals and Health Care

Job Location

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

Working Hours

09

Date posted

November 4, 2024

Valid through

03.01.2025

- **Professional Development:** Access to training sessions, workshops, and seminars to further enhance your skills and knowledge in payroll, HR, and finance.
- **Exposure to Healthcare Industry:** Gain insights into the healthcare sector, understanding its complexities, regulations, and unique challenges.
- **Resume Building:** Add a reputable healthcare organization to your resume, showcasing your experience and contributions in a professional setting.
- **Flexible Schedule:** Depending on the internship type (full-time or part-time), enjoy a flexible work schedule that accommodates your educational commitments.
- **Potential for Full-Time Employment:** Outstanding interns may have the opportunity to be considered for full-time roles within the Clinix Health Group upon graduation or completion of the internship.
- **Stipend or Compensation:** Depending on the company's policy, eligible interns may receive a stipend or compensation for their contributions during the internship period.
- **Company Culture:** Experience a collaborative and inclusive work environment that values diversity, teamwork, and innovation.

Contacts

1. **Prepare Your Application Materials:**
 - Update your resume to highlight relevant coursework, skills, and experiences related to HR, finance, accounting, or relevant fields.
 - Craft a compelling cover letter expressing your interest in the internship, why you want to work with Clinix Health Group, and how your skills align with the position.
2. **Visit the Clinix Health Group Careers Page or Application Portal:**
 - Navigate to the Careers section of the Clinix Health Group website or visit the designated application portal.
3. **Search for the Internship Position:**
 - Look for the specific internship opening for Payroll (HR / Finance) or similar titles within the company's listings.
4. **Submit Your Application:**
 - Follow the application instructions provided on the job posting.
 - Upload your resume and cover letter using the specified format (PDF, Word document, etc.).
 - Complete any additional application requirements, such as filling out an online form or answering specific questions.
5. **Double-Check Your Application:**
 - Review your application materials for accuracy, grammar, and completeness before submission.
 - Ensure that all necessary documents and information are included according to the job posting guidelines.
6. **Submit Your Application:**
 - Click the "Submit," "Apply," or similar button to officially send your application to Clinix Health Group.
7. **Follow-Up (Optional):**
 - Consider sending a follow-up email a week after applying to express your continued interest in the position and inquire about the application status.