



UNIVERSITIES
SOUTH AFRICA

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Universities South Africa: Receptionist Internships 2024 Latest Application

Description

Universities South Africa is seeking a dynamic and enthusiastic individual to join our team as a Receptionist Intern. This internship opportunity is designed to provide hands-on experience in office administration and reception duties within a vibrant and fast-paced environment. The ideal candidate will be a proactive and detail-oriented individual with excellent communication skills and a passion for supporting administrative functions.

Responsibilities

- Greet and welcome visitors in a professional and courteous manner.
- Manage incoming calls and redirect them appropriately.
- Handle incoming and outgoing mail, deliveries, and courier services.
- Maintain a tidy and organized reception area.
- Assist in scheduling appointments and managing meeting room bookings.
- Provide general administrative support to various departments as needed.
- Collaborate with team members to ensure efficient office operations.
- Uphold confidentiality and discretion in handling sensitive information.

Qualifications

- Currently enrolled in or recently graduated from a relevant tertiary institution.
- Strong interpersonal skills with the ability to interact effectively with diverse stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent verbal and written communication skills.
- Ability to multitask and prioritize tasks in a dynamic work environment.
- Proactive and resourceful approach to problem-solving.
- Attention to detail and accuracy in completing tasks.
- Prior experience in a customer service or administrative role is advantageous but not required.

Job Benefits

- Hands-on experience in office administration and reception duties.
- Exposure to the higher education sector and networking opportunities.
- Mentorship and guidance from experienced professionals.
- Opportunity for personal and professional development.
- Stipend or compensation as per company policy.

Contacts

Interested candidates should submit their resume and a cover letter outlining their suitability for the position. Please include "Receptionist Intern Application – [Your Name]" in the subject line of your email.

Hiring organization

Universities South Africa

Employment Type

Intern

Duration of employment

3 Months

Industry

Education Administration Programs

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

October 8, 2024

Valid through

09.02.2028

Join Universities South Africa and embark on a rewarding internship experience where you can contribute to the advancement of higher education in South Africa while gaining valuable skills for your future career. We look forward to welcoming you to our team!