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ABSA: Operational Investment Administrator Internships 2026 New Hiring

Description

We are seeking a dedicated and motivated Operational Investment Administrator Intern to join our team. This internship provides an opportunity to gain practical experience and insights into the operational aspects of investment management within a dynamic financial institution.

Responsibilities

- Assist in maintaining accurate investment records and databases.
- Support operational processes related to investment transactions and settlements.
- Collaborate with investment teams to ensure accurate reporting and compliance with regulations.
- Conduct research and analysis to support investment decision-making processes.
- Assist in the preparation of investment performance reports and presentations.
- Participate in team meetings and contribute to ongoing projects within the investment operations department.
- Adhere to established policies, procedures, and regulatory requirements.

Qualifications

- Currently pursuing a Bachelor's or Master's degree in Finance, Economics, Business Administration, or a related field.
- Strong analytical skills with attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to work effectively in a team-oriented environment.
- Proficiency in Microsoft Office suite, especially Excel and PowerPoint.
- Knowledge or interest in investment management and financial markets is advantageous.
- Eagerness to learn and grow in the financial services industry.

Job Benefits

- Valuable hands-on experience in investment operations within a reputable financial institution.
- Exposure to various aspects of investment management and financial services.
- Mentorship and guidance from experienced professionals in the field.
- Networking opportunities within ABSA and the broader financial industry.

Contacts

Interested candidates should submit a resume/CV and a cover letter outlining their interest in the Operational Investment Administrator Internship at ABSA. Successful applicants will be contacted for interviews.

Hiring organization
ABSA

Employment Type
Intern

Duration of employment
3 Months

Industry
Financial Services

Job Location
Sandton, Gauteng, South Africa,
2196, Sandton, Gauteng, South Africa

Working Hours
09

Date posted
November 8, 2025

Valid through
08.01.2028

ABSA is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage individuals from diverse backgrounds to apply.