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## Clockwork: Operations & Traffic Internships 2025 Apply Here

### Description

Clockwork is one of South Africa's largest independently owned through-the-line agencies. We pride ourselves on delivering innovative, client-centric solutions. We're currently seeking self-driven, conscientious, and well-organized Operations & Traffic Interns to join our Operations Team.

This internship offers a unique opportunity to gain hands-on experience in agency operations, traffic coordination, and resource management while developing your skills in a dynamic and fast-paced environment.

### Responsibilities

As an Operations & Traffic Intern, you will:

- Collaborate with various Business Units to understand and implement company procedures.
- Support effective staff resourcing and work scoping under guidance.
- Assist in creating production timing plans based on briefs and deadlines.
- Ensure efficient utilization of internal resources.
- Schedule and communicate the Operations Director's availability.
- Develop skills in continuous communication with Account Managers and Production teams.
- Assist in preparing Operations reports as required.
- Support the Traffic team to meet established agency standards on briefs.
- Learn to optimize the organization's workflow and processes.
- Contribute to Traffic and Operational presentations.
- Assist in creating and sharing internal resource availability lists.
- Monitor incoming briefs and help assign tasks to appropriate team members based on client requirements.
- Learn to liaise with freelance talent and document assignments.
- Participate in maintaining company systems and processes.

### Qualifications

- Minimum educational qualification: Grade 12.
- A tertiary qualification (completed or in progress) in Marketing, Advertising, Communications, or a related field is advantageous.
- Interest in Marketing, Advertising, or Communications.

### Experience

- Strong written and verbal communication skills.
- Proficiency in Excel and other relevant tools.
- Attention to detail and a highly organized approach.

### Hiring organization

Clockwork

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Advertising Services

### Job Location

Cape Town, Western Cape, South Africa, 8001, Cape Town, Western Cape, South Africa

### Working Hours

09

### Date posted

September 21, 2025

### Valid through

03.12.2029

- Collaborative team player with the ability to adapt to a fast-paced environment.
- Practical problem-solving abilities.
- Flexibility and openness to change.
- Strong planning and execution skills.

## **Job Benefits**

- A chance to gain real-world experience in one of South Africa's leading agencies.
- A dynamic and supportive work environment.
- Opportunities to develop key skills and build professional networks.

## **Contacts**

Ready to take the first step toward an exciting career in Operations & Traffic?  
Submit your application online by clicking the link below:

[Apply Online for the Clockwork: Operations & Traffic Internship Programme 2025](#)

Ensure you have your updated CV, a cover letter highlighting your interest in the internship, and any supporting documents ready to upload. Applications are reviewed on a rolling basis, so apply early to secure your spot!