



<https://www.internshipswired.online/job/fem-internships/>

## FEM: Admin Internships 2025

### Description

FEM is seeking a motivated and detail-oriented Admin Intern to join our team. As an Admin Intern at FEM, you will have the opportunity to gain valuable experience in various administrative tasks and contribute to the smooth operation of our office.

### Responsibilities

- Assist with daily administrative tasks such as filing, data entry, and documentation.
- Support office operations by handling incoming calls and emails.
- Help organize and maintain office supplies and inventory.
- Assist in scheduling meetings and appointments.
- Collaborate with team members on special projects as needed.

### Qualifications

- Currently enrolled in a relevant degree program (Business Administration, Office Management, etc.) or recent graduate.
- Strong organizational and time management skills.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook).
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.

### Job Benefits

- Hands-on experience in administrative functions within a dynamic organization.
- Mentorship and learning opportunities from experienced professionals.
- Potential for growth and career development within FEM.

### Contacts

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and interest in the Admin Internship position at FEM. Please email your application or submit through our online application portal. We look forward to reviewing your application and considering you for this exciting opportunity at FEM.

### Hiring organization

FEM

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Insurance

### Job Location

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

### Working Hours

09

### Date posted

October 7, 2025

### Valid through

18.07.2028