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Fidelity Services Group: Entry Level Admin Assistant 2025 | 2026

Description

Fidelity Services Group is a leading provider of integrated security solutions and services. With a commitment to excellence and a focus on customer satisfaction, we aim to deliver reliable and innovative security services tailored to meet the unique needs of our clients. Join our team and be a part of a company that values integrity, professionalism, and continuous improvement.

We are seeking a highly organized and detail-oriented Entry Level Admin Assistant to join our team. The successful candidate will provide essential administrative support to ensure the smooth and efficient operation of our office. This role is perfect for a motivated individual looking to start their career in a dynamic and fast-paced environment.

Responsibilities

- Perform general office duties, including answering phones, managing correspondence, and greeting visitors.
- Assist in the preparation and organization of documents, reports, and presentations.
- Maintain and update filing systems, both electronic and physical.
- Coordinate and schedule meetings, appointments, and travel arrangements.
- Support the team with data entry, record-keeping, and database management.
- Handle incoming and outgoing mail and packages.
- Assist with inventory management and order office supplies as needed.
- Provide support for special projects and other administrative tasks as assigned.

Qualifications

- High school diploma or equivalent; associate's degree or relevant certification is a plus.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and time-management skills.
- Excellent verbal and written communication abilities.
- Attention to detail and a high level of accuracy.
- Ability to work independently and as part of a team.
- Positive attitude and a willingness to learn.
- Previous administrative or office experience is an advantage but not required.

Hiring organization

Fidelity Services Group

Employment Type

Intern

Duration of employment

3 Months

Industry

Security and Investigations

Job Location

Roodepoort, Gauteng, South Africa,
1724, Roodepoort, Gauteng, South Africa

Working Hours

09

Date posted

October 6, 2025

Valid through

03.07.2028

Job Benefits

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A supportive and collaborative work environment.
- Comprehensive training and mentorship programs.
- Employee wellness programs and initiatives.

Contacts

Interested candidates are encouraged to submit their resume and a cover letter outlining their qualifications and interest in the position.

Fidelity Services Group is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.