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MiWayLife: Human Resource Internships 2025 | 2026 Apply online

Description

MiWayLife is a leading insurance company dedicated to providing comprehensive life insurance solutions to individuals and families. We pride ourselves on our customer-centric approach and our commitment to innovation and excellence in the insurance industry.

MiWayLife is seeking a motivated and enthusiastic Human Resource Intern to join our dynamic HR team. This internship provides a unique opportunity to gain hands-on experience in various aspects of human resources, including recruitment, employee relations, training and development, and HR administration. The ideal candidate will be proactive, detail-oriented, and eager to learn about HR functions in a corporate setting.

Responsibilities

- Assist in the recruitment process, including job postings, resume screening, scheduling interviews, and conducting reference checks.
- Support the onboarding process for new hires, including preparing onboarding materials and facilitating orientation sessions.
- Participate in employee engagement initiatives and help organize company events and activities.
- Maintain and update employee records and HR databases with accuracy and confidentiality.
- Assist in the development and implementation of HR policies and procedures.
- Support the training and development programs by coordinating training sessions and tracking employee progress.
- Handle employee inquiries and provide assistance on HR-related matters.
- Contribute to HR projects and initiatives as assigned by the HR team.

Qualifications

- Currently pursuing or recently completed a degree in Human Resources, Business Administration, Psychology, or a related field.
- Strong interest in pursuing a career in human resources.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive and confidential information with integrity.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Positive attitude and willingness to learn.

Job Benefits

- Hands-on experience in various HR functions.
- Exposure to a dynamic and supportive work environment.
- Mentorship and guidance from experienced HR professionals.

Hiring organization

MiWayLife

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 6, 2025

Valid through

17.07.2028

- Networking opportunities within the company and the insurance industry.
- Potential for full-time employment opportunities based on performance.

Contacts

Interested candidates are invited to submit their resume and a cover letter explaining their interest in the internship and how their background aligns with the role. Please send your application with the subject line "Human Resource Intern Application - [Your Name]".

MiWayLife is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.