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NEMISA: Secretary / Admin Internships Latest Opportunities 2025

Description

NEMISA is seeking an enthusiastic and motivated Secretary / Admin Intern to join our dynamic team. This internship opportunity offers valuable hands-on experience in administrative tasks, office management, and secretarial duties within a vibrant and innovative environment.

Responsibilities

- Provide administrative support to various departments within the organization.
- Assist in managing office correspondence, emails, and phone calls.
- Organize and maintain filing systems, records, and documents.
- Schedule appointments and meetings, and manage calendars.
- Prepare and distribute internal communications and reports.
- Support the coordination of events, workshops, and training sessions.
- Assist in basic bookkeeping and procurement activities.
- Collaborate with team members to ensure efficient office operations.
- Undertake other administrative tasks as required.

Qualifications

- Currently enrolled in a relevant degree program or recent graduate in Business Administration, Office Management, or a related field.
- Strong organizational skills with keen attention to detail.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent communication skills, both verbal and written.
- Ability to multitask, prioritize, and manage time effectively.
- Proactive attitude with a willingness to learn and contribute to team goals.

Job Benefits

- Gain practical experience in office administration within a reputable organization.
- Mentorship and guidance from experienced professionals in the field.
- Opportunity to develop essential skills in a real-world work setting.
- Exposure to the electronic media and ICT sectors in South Africa.

Contacts

If you are passionate about administrative work, eager to learn, and looking for an opportunity to kick-start your career in a dynamic industry, we encourage you to apply. Please submit your resume along with a cover letter detailing your interest in the Secretary / Admin Intern position at NEMISA.

Join us at NEMISA and be a part of shaping the future of electronic media and information communication technologies in South Africa.

Hiring organization
NEMISA

Employment Type
Intern

Duration of employment
3 Months

Industry
E-Learning Providers

Job Location
Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours
09

Date posted
July 31, 2025

Valid through
08.01.2028