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# Smollan: HR / Finance Internships 2025 Apply online

# **Description**

Smollan offers an exciting opportunity for enthusiastic and motivated individuals seeking hands-on experience in both Human Resources and Finance. As an intern, you will have the chance to gain valuable insights into the inner workings of a global retail solutions company while contributing to key projects and initiatives within the HR and Finance departments.

## Responsibilities

## 1. Human Resources (HR):

- Assist HR professionals in recruitment processes, including candidate sourcing, screening, and scheduling interviews.
- Support in the onboarding process for new hires, ensuring a smooth transition into the organization.
- Aid in HR administrative tasks such as maintaining employee records, updating databases, and organizing employee-related documentation.
- Contribute to HR initiatives aimed at employee engagement, training programs, and performance management.

## 2. Finance:

- Assist finance professionals in basic accounting tasks, including accounts payable and receivable functions.
- Help with financial data entry, reconciliation, and documentation.
- Support in financial analysis and reporting tasks.
- Participate in projects related to budgeting, forecasting, and expense tracking.

#### Qualifications

- Currently pursuing a degree in Human Resources, Finance, Business Administration, or related field.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Eagerness to learn and contribute in a fast-paced, dynamic environment.
- · Ability to multitask and prioritize tasks effectively.

## Job Benefits

- Mentorship from experienced professionals in HR and Finance.
- · Hands-on experience in a global company setting.
- Exposure to various facets of HR and Finance functions.
- · Networking opportunities within the industry.

#### **Contacts**

1. Prepare Your Application Materials:

# Hiring organization

Smollan

# **Employment Type**

Intern

# **Duration of employment**

3 Months

#### Industry

Retail

### **Job Location**

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

# **Working Hours**

09

## **Date posted**

November 18, 2025

# Valid through

28.12.2026

- Update your resume to highlight relevant coursework, skills, and any previous experience related to Human Resources, Finance, or Business Administration.
- Craft a cover letter expressing your interest in the internship and explaining how your skills and background align with the position.

## 2. Visit Smollan's Career Page or Application Portal:

- Go to Smollan's official website and navigate to the "Careers" section.
- Look for the current internship openings or search for the HR / Finance Internship position specifically.

## 3. Submit Your Application:

- Follow the application instructions provided on the job posting.
- Attach your resume and cover letter to the online application form or submit them via email as instructed.
- Ensure that all required fields are filled out accurately, and all necessary documents are attached before submitting.

#### 4. Tailor Your Application:

- Customize your cover letter to emphasize your interest in both HR and Finance aspects of the internship.
- Highlight relevant coursework, skills, and any extracurricular activities or experiences that demonstrate your suitability for the role.

# 5. Double-Check Your Application:

- Before submitting, review your application materials for any errors or typos.
- Ensure that your resume and cover letter are tailored to the internship position and showcase your strengths and enthusiasm for the opportunity.

#### 6. Follow-Up:

- After submitting your application, consider sending a polite follow-up email a week or two later to express your continued interest in the position.
- Use this opportunity to reiterate your enthusiasm and inquire about the status of your application.