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Admin Assistant Internships (2026 / 2027) Apply Here

Description

We are seeking a motivated and detail-oriented Administrative Assistant Intern to join our team at Clamber Club Toddlers Dunkeld. This internship provides an excellent opportunity for individuals interested in gaining hands-on experience in administrative tasks within an early childhood education setting. The successful candidate will work closely with our administrative team to support daily operations and contribute to the overall success of the center.

Responsibilities

- **Office Support:** Assist with general office tasks, including answering phones, responding to emails, and maintaining office supplies.
- **Documentation and Filing:** Organize and maintain accurate records of attendance, enrollment, and other essential documents.
- **Communication:** Collaborate with parents, staff, and management to ensure clear and effective communication channels are maintained.
- **Event Coordination:** Assist in the planning and execution of events, such as parent-teacher meetings and special programs.
- **Data Entry:** Input and update information in databases and spreadsheets as needed.
- **Assist with Admissions:** Support the admissions process by providing information to prospective parents and assisting with enrollment procedures.
- **Multitasking:** Handle multiple tasks efficiently and prioritize responsibilities to meet deadlines.

Qualifications

- Currently enrolled in a relevant academic program (business administration, office management, etc.) or a recent graduate.
- Strong organizational and time-management skills.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to work independently and collaboratively in a team environment.

Job Benefits

- Hands-on experience in a dynamic early childhood education environment.
- Exposure to various aspects of administrative responsibilities.
- Networking opportunities within the education sector.
- Potential for future career advancement within the organization.

Contacts

1. **Prepare Your Documents:**
 - Update your resume to highlight your relevant skills, education, and any relevant experience.

Hiring organization

Clamber Club Toddlers Dunkeld

Employment Type

Intern

Duration of employment

3 Months

Industry

Education Administration Programs

Job Location

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

Working Hours

09

Date posted

May 2, 2026

Valid through

14.02.2028

- Write a cover letter expressing your interest in the internship, detailing how your skills align with the responsibilities outlined in the job description.
2. **Compose an Email:**
 - Create a new email addressed to the designated contact person or the provided email address.
 3. **Subject Line:**
 - Use a clear and concise subject line. For example: “Administrative Assistant Intern Application – [Your Full Name].”
 4. **Email Content:**
 - Begin your email with a professional salutation, such as “Dear Hiring Manager.”
 - Briefly introduce yourself and express your interest in the Administrative Assistant Intern position.
 - Attach your resume and cover letter to the email.
 - Clearly state the duration you are available for the internship.
 - Mention any relevant academic achievements or experiences that make you a suitable candidate.
 - Conclude your email with a polite closing statement, expressing your eagerness to discuss your application further.
 5. **Attach Documents:**
 - Attach your updated resume and cover letter to the email.
 6. **Proofread:**
 - Before sending, carefully proofread your email, resume, and cover letter to ensure they are error-free and professionally written.
 7. **Send Your Application:**
 - Click “Send” to submit your application to the provided email address.