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Wool and Mohair Admin Internships 2026/27 Apply Here

Description

BKB invites enthusiastic individuals interested in the wool and mohair industry to join our team as Admin Interns. This internship offers a unique opportunity to gain hands-on experience and insight into administrative processes within the wool and mohair sector. BKB is a leading company in the wool and agricultural market, committed to fostering talent and providing a supportive learning environment.

Responsibilities

- **Data Management:** Assist in the organization and management of wool and mohair-related data, including sorting, cataloging, and inputting information into databases.
- **Administrative Support:** Provide general administrative support to the wool and mohair department, including filing, drafting correspondence, and coordinating meetings or appointments.
- **Customer Interaction:** Liaise with customers, suppliers, and internal stakeholders, handling inquiries, providing information, and ensuring a high level of customer service.
- **Documentation:** Assist in preparing documents, reports, and presentations related to wool and mohair transactions or processes.
- **Logistics Coordination:** Support logistics operations related to the transportation and distribution of wool and mohair, ensuring smooth processes and timely deliveries.
- **Learning and Development:** Actively engage in learning about wool and mohair industry practices, regulations, and market trends, taking advantage of the learning opportunities provided by experienced professionals.

Qualifications

- Pursuing or completed studies in Business Administration, Agriculture, or a related field.
- Strong organizational and multitasking skills with keen attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with database systems.
- Excellent communication skills, both written and verbal, with a customer-oriented approach.
- Enthusiasm for learning about the wool and mohair industry and a proactive attitude towards gaining new skills and knowledge.
- Ability to work independently as well as collaboratively within a team environment.

Job Benefits

- **Hands-on Learning Experience:** Gain valuable insights and practical experience within the wool and mohair industry, working alongside experienced professionals.
- **Training and Mentorship:** Access to mentoring and guidance from

Hiring organization

BKB

Employment Type

Intern

Duration of employment

3 Months

Industry

Farming

Job Location

Port Elizabeth, Eastern Cape, South Africa, 6001, Port Elizabeth, Eastern Cape, South Africa

Working Hours

09

Date posted

May 5, 2026

Valid through

14.02.2028

industry experts, fostering personal and professional development.

- **Networking Opportunities:** Build a network of contacts within the wool and agricultural sector, interacting with customers, suppliers, and internal stakeholders.
- **Exposure to Various Departments:** Opportunity to gain exposure to different departments within BKB, broadening your understanding of the wool and mohair business.
- **Flexible Schedule:** Depending on the internship structure, flexibility in work hours or schedule to accommodate educational commitments or personal needs.
- **Potential for Full-Time Employment:** Exceptional interns may be considered for full-time positions within BKB upon completion of the internship, based on performance and availability.
- **Travel Opportunities:** Possibility of involvement in fieldwork or visits to wool and mohair production sites, offering a firsthand understanding of the industry's operational aspects.
- **Stipend or Compensation:** Depending on the internship's structure, a stipend or compensation package may be provided to cover expenses incurred during the internship period.
- **Access to Resources:** Use of company facilities, resources, and technology to aid in the completion of tasks and projects related to the internship.
- **Recognition and Appreciation:** Acknowledgment of exceptional performance and dedication through recognition programs or awards.

Contacts

- **Prepare Your Application Materials:** Ensure you have an updated resume and a tailored cover letter highlighting your interest in the Wool and Mohair Admin Internship at BKB. Emphasize relevant skills, experiences, and why you are enthusiastic about the opportunity.
- **Review the Application Guidelines:** Check for any specific instructions or guidelines provided by BKB regarding the application process, submission format, or additional documents required.
- **Submit Application Online:** Apply through BKB's designated application portal or email address, as specified in the job posting. Attach your resume and cover letter as per the provided guidelines.
- **Application Deadline:** Be mindful of any stated deadlines for applications. Ensure your submission is sent within the specified timeframe to be considered for the position.
- **Follow-Up:** If applicable, consider following up on your application after submission. A polite and concise follow-up email expressing your continued interest in the position can demonstrate enthusiasm and professionalism.
- **Prepare for Interviews:** If selected for further consideration, be prepared for potential interviews. Familiarize yourself with BKB, its operations, and the wool and mohair industry to showcase your knowledge and enthusiasm during the interview process.
- **Communicate Professionally:** Throughout the application process, maintain professionalism in your communications with BKB's hiring team. Promptly respond to any inquiries or requests for additional information.
- **Express Enthusiasm:** Demonstrate your genuine interest in the internship opportunity at BKB. Highlight how your skills and aspirations align with the role and the company's objectives.