https://jobzfrica.co.za/job/sgs-internships/

SGS: Admin Internships 2026/27 New Job Opening

Hiring organization
SGS

Employment Type
Intern

Duration of employment
3 Months

Industry
Professional Services

Job Location
Sandton, Gauteng, South Africa, 2196, Sandton, Gauteng, South Africa

Working Hours
09

Date posted
May 5, 2026

Valid through
14.02.2028

Description

SGS is offering an exciting opportunity for enthusiastic individuals to join our team as Admin Interns. As an Admin Intern, you will have the chance to gain valuable hands-on experience in administrative tasks within a dynamic and fast-paced environment. This internship will provide you with exposure to various aspects of administrative operations while offering opportunities for professional growth and development.

Responsibilities

- **Support Administrative Functions:** Assist in daily administrative tasks such as data entry, filing, photocopying, scanning, and document management.
- **Assist in Coordination:** Collaborate with different departments to facilitate smooth communication and workflow.
- **Customer Service:** Handle incoming calls, emails, and inquiries, providing excellent customer service and support.
- **Office Management:** Contribute to maintaining a clean, organized, and efficient office environment.
- **Special Projects:** Assist in special projects or assignments as required, providing support to various teams within the organization.

Qualifications

- Currently enrolled in a Bachelor’s degree program in Business Administration, Management, or related field.
- Strong organizational skills with keen attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to multitask and prioritize tasks effectively.
- Proactive attitude and willingness to learn.

Job Benefits

- Opportunity to gain hands-on experience in administrative operations within a global organization.
- Exposure to diverse projects and teams.
- Mentorship and guidance from experienced professionals.
- Potential for future career opportunities within SGS.

Contacts

- **Prepare Your Application Materials:** Update your resume and draft a cover letter highlighting your interest in the position, relevant skills, and experiences.
- **Submission:** Send your resume and cover letter via email to the designated contact person or email address provided in the job description. Ensure that your application materials are saved in a common file format

such as PDF or Word.

- **Subject Line:** Use a clear and concise subject line in your email, such as “Application for Admin Internship Position – [Your Name].”
- **Include Relevant Information:** In your email body, briefly introduce yourself and express your interest in the Admin Internship position at SGS. Include any additional information or qualifications that you believe would strengthen your application.
- **Attachments:** Attach your resume and cover letter to the email. Double-check to ensure that all attachments are included before sending.
- **Proofread:** Before sending your application, carefully proofread your email, resume, and cover letter for any typos, grammatical errors, or formatting issues.
- **Submit Application:** Once you are satisfied with your application materials, click send to submit your application to SGS.
- **Follow-Up:** If you haven’t received a confirmation of receipt within a reasonable timeframe, consider following up with the designated contact person to ensure that your application was received and to express your continued interest in the position.