



UNIVERSITIES
SOUTH AFRICA

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Universities South Africa: Receptionist Internships 2026/27 Apply Online

Description

Universities South Africa is seeking a dynamic and proactive individual to join our team as a Receptionist Intern. This internship offers an excellent opportunity for individuals interested in gaining hands-on experience in office administration and customer service within the higher education sector. The Receptionist Intern will play a crucial role in ensuring smooth operations at the front desk while providing professional and courteous assistance to all visitors, staff, and stakeholders.

Responsibilities

- Greet and welcome visitors in a friendly and professional manner.
- Answer and direct phone calls promptly and efficiently.
- Manage incoming and outgoing mail, emails, and deliveries.
- Maintain cleanliness and organization of the reception area.
- Assist with administrative tasks such as data entry, filing, and document preparation.
- Coordinate appointments and meetings for staff members.
- Provide general support to the administrative team as needed.
- Uphold confidentiality and discretion in handling sensitive information.

Qualifications

- Currently enrolled in a relevant undergraduate program or recent graduate.
- Excellent communication skills, both verbal and written.
- Strong interpersonal skills and a customer service-oriented attitude.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to multitask and prioritize tasks effectively in a fast-paced environment.
- Attention to detail and accuracy in all work tasks.
- Professional demeanor and appearance.
- Adaptability and willingness to learn new skills.
- Previous experience in a receptionist or administrative role is advantageous but not required.

Job Benefits

- Hands-on experience in a professional office environment.
- Mentorship and guidance from experienced professionals.
- Opportunity to build a professional network within the higher education sector.
- Potential for future career opportunities within Universities South Africa or affiliated organizations.
- Stipend or compensation as per company policy.

Contacts

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position. Please include "Receptionist Internship

Hiring organization

Universities South Africa

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 24, 2026

Valid through

14.02.2028

Application” in the subject line. Only shortlisted candidates will be contacted for interviews.

At Universities South Africa, we are committed to diversity and inclusion in our workforce. We encourage individuals from all backgrounds to apply.

Join us in shaping the future of higher education in South Africa!