



<https://internshipgoals.com/job/gain-valuable-experience-with-business-process-internship-in-boksburg-gauteng-2024/>

Faurecia Purchasing Admin Trainee/Intern Opportunity in Cape Town, 2024

Description

Dive into the world of business processes with our 12-month Business Process Internship in Boksburg, Gauteng. Gain hands-on experience in Salesforce, Microsoft Office Suite, accounting, sales, and marketing while working in a dynamic environment. Apply now!

Job Details:

Are you ready to embark on a transformative journey into the realm of business processes? Our esteemed client in Boksburg, Gauteng, is offering a lucrative opportunity for a Business Process Intern to join their team. This internship, spanning from March 15, 2024, to April 14, 2024, offers permanency potential and a monthly stipend.

- Position: Business Process Intern
- Job Type: Internship
- Location: Boksburg, Gauteng
- Duration: March 15, 2024, to April 14, 2024
- Salary: Stipend Monthly

Description:

Join our client's team and immerse yourself in the intricacies of business processes. As a Business Process Intern, you'll play a pivotal role in various operational aspects, contributing to the organization's success while honing your skills.

Responsibilities:

- Utilize Salesforce & Microsoft Office Suite for diverse tasks, including Word, Excel, and PowerPoint.
- Apply mathematical skills to data analysis and support accounting functions.
- Assist in accounting, sales, and marketing tasks.
- Manage administrative duties efficiently.
- Prepare sales reports and gain insights into business operations.
- Troubleshoot and provide system support when required.
- Aid in the implementation of new applications and technologies.
- Create procedural documentation (SOPs) to streamline operations.
- Effectively manage multiple responsibilities with strong time management.
- Test and evaluate new technologies to enhance efficiency.
- Communicate effectively and provide timely feedback.
- Display adaptability in learning new tools and systems.
- Assist in monthly reporting and administrative tasks.

Requirements:

- Matric certificate.
- Tertiary qualification in Business Management, Business Accounting, or relevant field.

Hiring organization

Ann Swann Personnel Services

Employment Type

Intern

Job Location

Boksburg, 0181, Gauteng, South Africa, ZA

Working Hours

09

Base Salary

R 56.26 R - **Base Salary**

R 83.08 R

Date posted

March 21, 2024

Valid through

21.03.2026

- Proficiency in Microsoft Office applications.
- Basic understanding of accounting principles.
- Strong mathematical skills.
- Demonstrated ability to multitask and manage time effectively.
- Excellent communication and writing skills.
- Own transportation required for mobility.

Seize this opportunity to kickstart your career in business processes. Apply now and embark on a journey of growth and learning in the vibrant city of Boksburg, Gauteng.