



## **Office Coordination and Administration Internship Opportunity**

**Duration: 12 Months**

**Location: Middelburg Mpumalanga**

Are you an organized and detail-oriented individual looking to gain experience in office coordination and administration? Join our team at Mpumalanga Stainless Initiative (MSI), where you will have the opportunity to learn and grow in a dynamic and supportive environment.

### **About Us**

Mpumalanga Stainless Initiative (MSI) is dedicated to fostering the growth of small and medium-sized enterprises (SMMEs) in the steel industry. We provide workspace, training, and support to help these businesses thrive. We are seeking a motivated intern to assist with office coordination and administrative tasks.

### **Key Responsibilities**

- Assist with daily office operations and administrative tasks.
- Manage office supplies and inventory.
- Coordinate meetings, appointments, and events.
- Maintain and update filing systems and databases.
- Handle incoming and outgoing communications, including emails and phone calls.
- Support the team with various administrative projects and tasks.
- Greet and assist visitors and clients.

### **Qualifications**

- A degree or diploma in Office Administration, Business Management, or a related field.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Attention to detail and a proactive attitude.

### **What We Offer**

- A 12-month internship with practical experience in business management and incubation.
- Stipend of R7,000 per month.
- Opportunities to work on impactful projects and contribute to the success of SMMEs.



- A collaborative and supportive work culture.

### **How to Apply**

If you are passionate about gaining experience in office coordination and administration, we would love to hear from you! Please submit your application, including your resume, certified qualifications and a cover letter, to [recruitment@mpstainless.co.za](mailto:recruitment@mpstainless.co.za) by **23 August 2024 @ 16h00**.

When submitting your application, please use the following format for the subject line of your email:

**Subject: Ref: ADMININT24 - Your Name & Your Surname**

### **Disclaimers**

- Only shortlisted candidates will be contacted. If you have not heard from us within 30 days of the closing date, please consider your application unsuccessful.
- Mpumalanga Stainless Initiative (MSI) reserves the right to not fill this position.
- By submitting your application, you consent to MSI using your personal information for recruitment purposes.

We look forward to receiving your application and potentially welcoming you to our team at Mpumalanga Stainless Initiative!