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SGS: Admin Internships 2026 | 2027 Apply Online

Description

SGS is currently seeking dynamic and motivated individuals to join our team as Administrative Interns. This internship program is designed to provide valuable hands-on experience in various administrative functions within a global organization. As an Administrative Intern at SGS, you will have the opportunity to contribute to the success of our operations, develop essential skills, and gain exposure to diverse aspects of the business.

Responsibilities

- **Data Entry and Record Keeping:** Assist in maintaining accurate and organized records, including data entry and file management.
- **Communication Support:** Collaborate with team members to facilitate effective communication through email correspondence, phone calls, and internal messaging systems.
- **Office Organization:** Contribute to creating an efficient and organized work environment by assisting in office logistics and supplies management.
- **Meeting Coordination:** Support in the coordination of meetings, including scheduling, preparing materials, and recording minutes.
- **Documentation and Reporting:** Assist in the creation and maintenance of various reports and documents, ensuring accuracy and completeness.
- **Customer Service:** Provide support in addressing inquiries and requests from internal and external stakeholders, maintaining a high level of professionalism.

Qualifications

- Currently enrolled in a relevant degree program (Business Administration, Office Management, or related field).
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint).
- Eagerness to learn and contribute to a dynamic team environment.

Job Benefits

- Exposure to a global industry leader in inspection, testing, and certification services.
- Mentorship and guidance from experienced professionals.
- Networking opportunities within the SGS global network.
- Potential for career growth and advancement within the organization.

Contacts

1. **Prepare Your Documents:**
 - Update your resume to reflect your educational background, relevant skills, and any relevant experience.
 - Write a cover letter that highlights your interest in the internship,

Hiring organization
SGS

Employment Type
Intern

Duration of employment
3 Months

Industry
Professional Services

Job Location
Sandton, Gauteng, South Africa,
2146, Sandton, Gauteng, South Africa

Working Hours
09

Date posted
October 13, 2025

Valid through
05.02.2028

outlines your qualifications, and explains how your skills align with the responsibilities of the position.

2. Compose an Email:

- Create a new email with the subject line: “Administrative Intern Application – [Your Full Name].”
- Attach your resume and cover letter to the email.

3. Write a Brief Email Message:

- In the body of the email, introduce yourself briefly and express your interest in the Administrative Intern position at SGS.
- Mention any specific qualifications or experiences that make you a suitable candidate.
- Include a closing statement expressing your enthusiasm for the opportunity.

4. Send Your Application:

- Address the email to the specified application email address, which is typically provided in the job description.
- Double-check that you have attached your resume and cover letter to the email.

5. Application Deadline:

- Be mindful of the application deadline specified in the job description and ensure that your application is submitted before the deadline.

6. Follow-Up:

- If you haven’t received a confirmation of receipt within a reasonable time, consider following up with the hiring team to ensure that your application was received.