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Swiss Re: Admin Internships 2026

Description

Swiss Re Corporate Solutions provides comprehensive insurance solutions to businesses globally, helping them manage risk and achieve their goals. We are dedicated to innovation and excellence in the insurance industry, and we are committed to nurturing talent to foster growth and development.

Swiss Re Corporate Solutions Africa is seeking a motivated and detail-oriented Admin Intern to join our dynamic team. This internship offers an opportunity to gain valuable insights into the administrative functions of a leading insurance company while contributing to various projects and operations.

Responsibilities

- Assist in the day-to-day administrative tasks, including data entry, document management, and scheduling meetings.
- Support the team in preparing reports, presentations, and correspondence as needed.
- Maintain organized files and records, ensuring all information is accurate and up-to-date.
- Collaborate with various departments to facilitate efficient operations and communication.
- Participate in team meetings and contribute ideas for process improvements.
- Handle incoming inquiries and direct them to the appropriate team members.

Qualifications

- Currently pursuing or recently completed a degree in Business Administration, Management, or a related field.
- Strong organizational skills with attention to detail and accuracy.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent written and verbal communication skills.
- Ability to work independently as well as part of a team.
- A proactive attitude and eagerness to learn about the insurance industry.

Job Benefits

- Hands-on experience in a global insurance environment.
- Opportunity to develop professional skills and build a network in the industry.
- Mentorship and guidance from experienced professionals.
- A dynamic and inclusive workplace culture.

Contacts

Interested candidates are invited to submit their CV and a cover letter detailing their

Hiring organization

Swiss Re

Duration of employment

3 Months

Industry

Insurance

Job Location

Cape Town, Western Cape, South Africa, 8000, Cape Town, Western Cape, South Africa

Working Hours

09

Date posted

October 7, 2025

Valid through

17.07.2028

interest in the internship and relevant skills.

Join us at Swiss Re Corporate Solutions Africa and take the first step towards an exciting career in insurance!