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## Smollan: HR / Finance Internship 2023 / 2024 Apply Here

### Description

Smollan is seeking motivated and enthusiastic interns to join our HR and Finance teams for a rewarding internship experience. As an HR / Finance Intern, you will have the chance to work closely with experienced professionals, gain practical insights into the HR and Finance functions within a global organization, and contribute to meaningful projects that impact our business.

### Responsibilities

#### HR Internship:

- Assist in the recruitment and onboarding process by posting job vacancies, conducting initial screenings, and coordinating interviews.
- Support HR professionals in employee engagement initiatives, including training and development programs.
- Assist in HR administrative tasks such as maintaining personnel files and records.
- Contribute to the implementation of HR policies and procedures.
- Participate in special HR projects and initiatives.

#### Finance Internship:

- Assist in financial data entry, bookkeeping, and reconciliation.
- Support the Finance team in budgeting and forecasting activities.
- Assist with financial analysis and reporting.
- Participate in audits and compliance activities.
- Contribute to process improvement initiatives within the Finance department.

### Qualifications

- Currently pursuing a degree in Human Resources, Finance, Business, or a related field.
- Strong communication and interpersonal skills.
- Excellent organizational and time management abilities.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint).
- Ability to work collaboratively in a team-oriented environment.
- Eagerness to learn and take initiative.

### Job Benefits

- Valuable hands-on experience in HR or Finance within a global organization.
- Mentorship and guidance from experienced professionals.
- Exposure to diverse projects and challenges.
- Networking opportunities within the industry.
- Potential for future career opportunities within Smollan.

### Hiring organization

Smollan

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Retail

### Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

### Working Hours

09

### Date posted

November 18, 2024

### Valid through

10.10.2025

## Contacts

### 1. Prepare Your Application Materials:

- Update your resume to reflect your educational background, skills, and any relevant experience.
- Write a cover letter expressing your interest in the HR / Finance internship at Smollan. Highlight your qualifications, skills, and why you're interested in this opportunity.

### 2. Complete Your Application:

- Send your resume and cover letter to the designated email address specified in the job description. Ensure that your documents are in PDF or Word format and are properly named for easy identification (e.g., "YourName\_Resume.pdf" and "YourName\_CoverLetter.pdf").

### 3. Include a Subject Line:

- In the subject line of your email, clearly mention the position you're applying for, which is the "Smollan HR / Finance Internship."

### 4. Compose an Email:

- In the body of your email, introduce yourself briefly and express your enthusiasm for the internship opportunity.
- Mention any additional information or references if required in the job description.

### 5. Attach Your Resume and Cover Letter:

- Attach your prepared resume and cover letter to the email.

### 6. Double-Check Your Application:

- Before sending, double-check that all attachments are included, and your email is free from any errors or typos.

### 7. Send Your Application:

- Click the "Send" button to submit your application.

### 8. Confirmation:

- After sending your application, you should receive an email confirming the receipt of your application materials. Keep this email for your records.

### 9. Follow-Up:

- If you don't receive a confirmation email within a reasonable time frame, consider following up with a polite email to ensure that your application was received.