



UNIVERSITIES  
SOUTH AFRICA

<https://www.jobzfrica.com/job/universities-south-africa-usa-internship/>

## Universities South Africa (USA): Internship Opportunity 2024 / 2025 – Receptionist Intern

### Description

Universities South Africa (USA) is committed to contributing to skills development and offering graduates the chance to gain meaningful work experience. The organization is now inviting applications for its Internship Programme, which will run for a period of 12 months. This opportunity is designed for unemployed graduates looking to gain valuable experience in the administrative and customer service fields.

### Responsibilities

- **Front Desk Management:** Answer and direct phone calls, take messages, and assist in managing the flow of visitors to the office.
- **Mail and Document Handling:** Receive, sort, and distribute mail and other documents to the relevant departments.
- **Reception Area Maintenance:** Ensure the reception area is neat, organized, and well-equipped with necessary materials like brochures, stationery, and other resources.
- **Administrative Support:** Perform general administrative duties such as minute taking, filing, photocopying, transcribing, and faxing.
- **Meeting Coordination:** Organize meetings, including scheduling and coordinating catering services.
- **Clerical Assistance:** Provide support to various sections of the organization, assisting with tasks such as filing and document management.
- **Office Security and Safety:** Ensure office security procedures are followed by controlling access through the reception area.
- **Document Filing and Archiving:** Maintain proper filing systems and archive documents that are older than three years.
- **Ad-Hoc Duties:** Perform other duties as required by the organization.

### Qualifications

- A **Bachelor's Degree** or an equivalent qualification is required.
- Knowledge of **administrative and clerical procedures** is essential.
- A strong understanding of **customer service principles and practices**.
- **Computer literacy** is a must, including proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Solid **written and verbal communication skills**.
- Excellent **organizational skills** with an ability to manage multiple tasks effectively.
- A **professional attitude and appearance** at all times.

### Contacts

To apply, please submit a letter of motivation and your CV, along with the names and contact details of at least three traceable referees, to the following email

### Hiring organization

Universities South Africa

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Education Administration Programs

### Job Location

Pretoria, Gauteng, South Africa, 0001, Pretoria, Gauteng, South Africa

### Working Hours

09

### Date posted

November 6, 2024

### Valid through

06.11.2029

address: [recruitment@usaf.ac.za](mailto:recruitment@usaf.ac.za).

Please ensure that you write “**Receptionist Intern**” in the subject line of the email.

**Note:**

- Only shortlisted candidates will be contacted.
- If you have not been contacted within 30 days after the closing date, please consider your application as unsuccessful.
- People from designated groups, including those with disabilities, are encouraged to apply.