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Rentokil: Admin Internships 2024 Apply Now

Description

Rentokil is a global leader in pest control and hygiene services, operating in over 80 countries worldwide. With a rich history spanning over 90 years, Rentokil is committed to protecting people and enhancing lives by providing innovative solutions to pest problems. Our company culture is built on integrity, teamwork, and excellence, and we are dedicated to nurturing talent and fostering professional growth.

As an Admin Intern at Rentokil, you will be an integral part of our administrative team, supporting various functions within the organization. This internship offers a unique opportunity to gain hands-on experience in a dynamic and fast-paced environment while contributing to the success of our business operations.

Responsibilities

- Assist with general administrative tasks, including data entry, filing, and document management.
- Provide support to various departments such as Human Resources, Finance, and Operations.
- Coordinate meetings and appointments, including scheduling, preparing agendas, and taking minutes.
- Respond to inquiries from internal and external stakeholders via phone, email, and in-person.
- Assist in organizing company events, workshops, and training sessions.
- Collaborate with team members on special projects and initiatives as assigned.
- Maintain office supplies inventory and place orders as needed.
- Ensure compliance with company policies and procedures.

Qualifications

- Currently enrolled in a Bachelor's degree program, preferably in Business Administration or a related field.
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team in a fast-paced environment.
- Attention to detail and high level of accuracy.
- Positive attitude and willingness to learn.

Job Benefits

- Hands-on experience in a professional work environment.
- Exposure to various aspects of business administration.
- Mentorship and guidance from experienced professionals.
- Networking opportunities within the company.

Hiring organization

Rentokil

Employment Type

Intern

Duration of employment

3 Months

Industry

Facilities Services

Job Location

Sandton, Gauteng, South Africa,
2196, Sandton, Gauteng, South Africa

Working Hours

09

Date posted

November 4, 2024

Valid through

11.05.2028

- Potential for career advancement upon successful completion of the internship.

Contacts

1. **Review the Job Description:** Carefully read through the job description provided above to ensure that you meet the qualifications and responsibilities outlined for the role.
2. **Prepare Your Resume/CV:** Update your resume or curriculum vitae (CV) to highlight relevant education, skills, and experiences that align with the requirements of the internship.
3. **Write a Cover Letter:** Craft a personalized cover letter expressing your interest in the Admin Internship position at Rentokil. Tailor your letter to highlight why you are a suitable candidate for the role and how your skills and experiences align with the job requirements.
4. **Submit Your Application:** Visit Rentokil's official website or preferred job portal to locate the application page for the Admin Internship position. Follow the instructions provided to submit your application online. Make sure to attach your updated resume/CV and cover letter.
5. **Application Follow-Up:** After submitting your application, you may consider following up with Rentokil's HR department to express your continued interest in the position. You can inquire about the status of your application and ask any relevant questions about the recruitment process.
6. **Prepare for Interviews:** If selected for an interview, prepare by researching Rentokil and familiarizing yourself with the company's services, values, and culture. Be ready to discuss your qualifications, experiences, and how you can contribute to the role.
7. **Attend Interviews:** Attend any interviews scheduled by Rentokil, whether they are conducted in-person, over the phone, or via video conferencing. Dress professionally, articulate your thoughts clearly, and demonstrate your enthusiasm for the internship opportunity.
8. **Follow-Up After Interviews:** Send a thank-you email or letter to the interviewers expressing your gratitude for the opportunity to interview and reiterating your interest in the position.