

JOB VACANCY

INTERN: ADMINISTRATION

Location: Batseta Offices, Waterfall Park, Midrand, Gauteng

Duration: 12 Months

PURPOSE OF THE ROLE

Batseta is looking to appoint an **Administration Intern** for a period of 12 months to provide an unemployed graduate with practical workplace experience and exposure to the retirement fund industry.

The successful candidate will provide **administrative and operational support across Batseta's various departments and programmes**, assisting with the day-to-day coordination and administration of the organisation.

The intern will play a key role in ensuring that departments receive the administrative support they require and that tasks, records, documentation and processes are effectively managed.

This is an opportunity for a highly organised, dependable and enthusiastic individual to gain broad exposure to Batseta while developing practical administrative, coordination and workplace skills.

KEY RESPONSIBILITIES

The Administration Intern will provide administrative support across the organisation, including but not limited to the following areas:

1. General Administration & Departmental Support

- Provide day-to-day administrative support to Batseta's various departments.
- Assist departments with administrative tasks, document preparation, filing and record keeping.
- Capture, update and maintain information on internal databases and systems.
- Prepare, format and distribute documents, correspondence, reports and other administrative material.
- Assist with printing, scanning, photocopying and general office administration.
- Assist with the preparation of meeting packs, agendas and supporting documentation.

- Take minutes and maintain records of meetings where required.
- Assist with coordinating meetings, appointments and departmental activities.
- Provide administrative assistance on departmental projects and initiatives.
- Assist with research, data capturing and compiling information when required.

2. Membership Support

The intern will provide administrative support to the **Membership function**, assisting with activities that support Batseta's members and membership processes.

This may include:

- Assisting with membership administration and maintaining accurate membership records.
- Supporting member communication and correspondence.
- Assisting with membership data capturing and updating of databases.
- Assisting with member queries and administrative follow-ups.
- Supporting membership-related activities, meetings and initiatives.
- Assisting with reports and information required by the Membership team.
- Providing general administrative support to ensure the effective functioning of the Membership department.

3. Batseta Conference & Events

The intern will provide administrative and logistical support for the **Batseta Conference**, as well as other seminars, webinars, tutorials, meetings and events hosted by the organisation.

This may include:

- Assisting with delegate registration and attendance administration.
- Preparing conference and event documentation.
- Assisting with delegate information and records.
- Supporting event logistics and coordination.
- Preparing meeting, conference and event packs.
- Assisting with venue and event administration.
- Supporting the team with on-site administrative requirements during conferences and events.
- Assisting with delegate communication and information distribution.
- Capturing and maintaining event information.
- Assisting with post-event administration, reporting and filing.

The intern may be required to provide additional administrative support during key conference periods to ensure the smooth delivery of Batseta events.

4. Support Across Batseta Departments

The intern will work across the organisation and provide administrative support to various Batseta departments and functions, including:

- **Membership**
- **Marketing & Communications**
- **Education & Training**
- **Conferences & Events**
- **Stakeholder Engagement**
- **Finance and general administration**
- **Other departmental projects and initiatives**

This will provide the intern with a broad understanding of how the different functions within Batseta work together to support the organisation, its members and stakeholders.

5. Ad Hoc Administrative Support

The successful candidate will be expected to provide **ad hoc administrative support across the organisation** as and when required.

This may include assisting with urgent administrative requests, departmental projects, research, document preparation, data capturing, coordination and other tasks assigned by managers or departmental staff.

The ability to **adapt, prioritise tasks, work across different departments and assist wherever required** will be an important part of the role.

KEY ATTRIBUTES

Batseta is looking for someone who is:

- Highly organised and detail-oriented.
- Reliable, responsible and professional.
- Able to manage multiple tasks and competing priorities.
- A good communicator with strong written and verbal communication skills.
- Comfortable working with different departments and stakeholders.
- Proactive and willing to assist.
- Able to work independently while also functioning effectively within a team.
- Comfortable handling confidential and sensitive information.
- Eager to learn and develop practical workplace skills.

- Flexible and able to adapt to changing priorities.
- Computer literate and comfortable using Microsoft Office applications.

REQUIREMENTS

Batseta is looking for an **unemployed graduate** who wishes to gain practical workplace experience.

The ideal candidate should have:

- A relevant qualification in **Business Administration, Office Administration, Public Administration, Management, Communications or a related field.**
- Good verbal and written communication skills.
- Good organisational and administrative skills.
- Knowledge of Microsoft Word, Excel and PowerPoint.
- Good attention to detail.
- The ability to work effectively with different teams and departments.
- A willingness to learn and take on new responsibilities.

WHAT THE INTERN WILL GAIN

The successful candidate will gain practical exposure across the Batseta environment, including:

Administration | Membership | Marketing & Communications | Education & Training | Conferences & Events | Stakeholder Engagement | Office Operations | Retirement Funds

The internship will provide the successful candidate with valuable experience in supporting a professional industry organisation and an understanding of how different departments work together to serve Batseta's members, stakeholders and the broader retirement fund industry.

HOW TO APPLY

Please submit your CV via email to:

Lucretia Mosing

Email: info@batseta.org.za

Tel: 011 805 6340

CLOSING DATE: 21 August 2026