

EAPA-SA STUDENT – INTERNSHIP JOB SPEC

The Employee Assistance Professionals Association of South Africa (EAPA-SA) is committed to provide training opportunity for students who aspire to acquire skills and experience in the field of **office administration** through placement in the internship programme.

Job Title: Student-Intern

Purpose: The purpose of this posts is to give exposure to student who aspire to gain experience in **office administration**

Reporting Lines: The Student –Intern will report directly to EAPA-SA Office Manager regarding his/her daily duties.

The Student –Intern will be responsible for the following office related administrative duties:

Marketing

- Send out all Board related reminders
- Storeroom duties
- Update Stock on SageOne

Membership

- Filling and sending notices
- Updating Member Details on SageOne

Finance

- Audit file reordering
- Collation of missing documents

Conference and Events

- Completion of SBD Forms and posting
- Consolidation of Evaluation forms
- Printing

Office General

- Attend to EAPA-SA office telephone and general enquiries
- Assist with Board Meeting preparations

- Perform general out of office duties
- Filling duties
- Couriering
- Adhoc tasks from Board members

Requirements: The students must be enrolled with any of the South African University / college on a part-time basis in the relevant field of study to qualify for this opportunity. Students who have completed their studies are also encouraged to apply for this vacancy.

Terms: The contract will be operated on a month to month basis for a period of 12 months, renewable each month based on performance.

Working Hours: Working hours will be Monday, Wednesday and Friday from 8:30am to 4:30pm with a half an hour lunch break.

Requisite Skills: The student must possess good interpersonal relations skills and must be able to express in English both spoken and unspoken. Computer literacy is required.

EAPA-SA Student-Intern will be offered a stipend of **R 2800.00** per month to cover travelling expenses.

Closing date for applications **_ 25 October 2019**

If you have an enquiry you may direct them through EAPA-SA Admin Office:

Enquiries can be directed to **Theresa Vika**

Tel: 012 346 4430

Address: Khumo House,
134 Bronkhorst Street,
New Muckleneuck, Pretoria, 0181

Email: officemanager@eapasa.co.za

For more info about EAPA-SA visit: www.eapasa.co.za