

INTERNSHIP PROGRAMME

Intern: Administration

1. Purpose

As an Administration Intern, you will gain hands-on experience in office management, record keeping, and supporting daily operational functions. This role provides an opportunity to develop professional skills within a corporate environment.

Key Responsibilities

- Executive Support
- Office Administration
- Communication and Coordination

Key Requirements

- Final year student pursuing a Degree in Office Management or Business Management.
- Good organizational and multitasking abilities.
- Proficiency in MS Office applications.
- Strong written and verbal communication skills.

Interested candidates are required to submit the following documents:

- Comprehensive CV.
- Motivational cover letter.
- **Certified copies of full academic transcripts** (Failure to submit the full academic transcripts will disqualify your application).
- Apply through the Tara Nawa recruitment portal at www.jobopportunities.net, only applications received through this portal will be considered.

Closing Date: 10 October 2025 @ 17:00

NB: Only shortlisted candidates will be contacted.

NO LATE APPLICATIONS WILL BE CONSIDERED AND ACCEPTED.