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Siemens: Admin Internships (2026 / 2027) New Application

Hiring organization
Siemens

Employment Type
Intern

Duration of employment
3 Months

Industry
Automation Machinery Manufacturing

Job Location
Midrand, Gauteng, South Africa, 1685, Midrand, Gauteng, South Africa

Working Hours
09

Date posted
June 17, 2026

Valid through
14.02.2028

Description

Siemens is seeking dynamic and motivated individuals for our Admin Internship program. This role provides an exciting opportunity for interns to gain hands-on experience in administrative functions within a global and dynamic organization. As an Admin Intern, you will work closely with seasoned professionals, contributing to various administrative tasks and projects that are critical to the success of our operations.

Responsibilities

- Support day-to-day administrative tasks, including but not limited to data entry, document preparation, and filing.
- Assist in coordinating and organizing meetings, events, and travel arrangements.
- Collaborate with cross-functional teams to ensure efficient workflow and communication.
- Contribute to the development and improvement of administrative processes.
- Participate in special projects and initiatives as assigned by supervisors.
- Gain exposure to various administrative areas, including HR, finance, and office management.

Qualifications

- Currently enrolled in a relevant undergraduate or graduate program.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office applications.
- Ability to work independently and as part of a team.
- Eagerness to learn and contribute to a fast-paced work environment.

Job Benefits

- Hands-on experience in a global corporate environment.
- Exposure to diverse administrative functions.
- Networking opportunities with professionals in the industry.
- Mentorship from experienced team members.
- Potential for future career opportunities within Siemens.

Contacts

Interested candidates should submit their resume and a cover letter explaining their interest in the Admin Internship at Siemens. Please include relevant academic and extracurricular experiences, as well as any specific skills that make you a strong fit for this role.

Siemens is an equal opportunity employer and encourages candidates from all backgrounds to apply.