



## Internship - Administration

**Brakkefontein Clay products (Pty) Ltd T/A Apollo Brick Cape Town** is looking for an Intern for Office Administration to join their team in Atlantis, Western Cape. The contract will be for 12 to 18 months depending on Training Institution requirements.

### Requirements:

- Be able to travel to Atlantis daily
- Busy with 2<sup>nd</sup> or 3<sup>rd</sup> Year Qualification in Administration and/or Finance
- Internship as part of the qualification requirement

### Education required:

- Senior Certificate
- **Second- or Third-year study** towards Administration/Finance Management or Related Field/s

### Responsibilities:

- Assist at the office with daily administration tasks
- Filing
- Data Capturing
- Attend to switchboard
- Support in Debtors and Creditors Functions
- Assist with Gate List Reconciliation
- Assist in Raw and Waste Material record updates
- Attend to administrative queries
- Support in Health and Safety Activities
- Assist in HR/Payroll office activities
- Perform tasks as guided by the Training Institute Internship Scope
- Assist with mining records updates as in and when required

Intern will report directly to Administration Manager

Should you meet the above-mentioned requirements email your CV to [hr.abg@apollobrick.com](mailto:hr.abg@apollobrick.com) no later than **13<sup>th</sup> March 2026**.