

**Organisation:** Flexona Organizational Services

# **Educational Requirements**

3rd Year Bachelor of Marketing. (Eligible for WIL), NUST students only.

#### **General Internship Description**

The successful Admin candidates will be responsible for coordinating activities through the company to ensure compliance with company policy and performing ad hoc administrative duties. The successful marketing candidate will be responsible for day-to-day marketing administrative operation activities of the company

## **Other Requirements**

The successful candidate should have organizational skills, communication skills, and multitasking.

## **Application Procedure**

Applications in writing (typed cover letter), accompanied by an updated CV, 2024 WIL letter, certified copies of identification documents, 2024 academic records and Grade 12 certificate, should be sent to: Flexona Organizational Service, No. 34 Schonlein Street, Windhoek West, Namibia. Please submit your applications to Hafeni Ashipala via email only to: ceuintern1@nust.na

Closing Date: Friday 24 May 2024

Time: 13h00

Assumption of Duties: As Soon As Possible

No applications will be accepted after 13:00 and only short-listed candidates will be contacted

#### **Enquiries:**