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## CHIETA: Supply Chain / Accounting Internships 2024 Apply Now

### Description

We are seeking a motivated and detail-oriented intern to join our team as a Supply Chain/Accounting Intern. This internship opportunity provides a hands-on experience for individuals looking to gain practical knowledge in supply chain management and accounting within a vibrant and supportive work environment.

### Responsibilities

#### Supply Chain Internship:

- Assist in the development and implementation of supply chain strategies.
- Collaborate with the supply chain team to optimize processes and improve efficiency.
- Track and monitor inventory levels, ensuring timely restocking.
- Participate in the coordination of logistics and transportation activities.
- Conduct market research to identify potential suppliers and vendors.

#### Accounting Internship:

- Support the finance and accounting team in day-to-day operations.
- Assist with the preparation and analysis of financial reports.
- Process accounts payable and receivable transactions.
- Contribute to budgeting and forecasting activities.
- Assist with audits and compliance-related tasks.

### Qualifications

- Currently enrolled in a relevant degree program (Supply Chain Management, Accounting, Finance, or related field).
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office, especially Excel.
- Eagerness to learn and contribute to a collaborative team environment.

### Job Benefits

- Gain practical experience in supply chain management and accounting.
- Exposure to real-world projects and challenges.
- Mentorship from experienced professionals in the industry.
- Networking opportunities within the chemical industry.

### Contacts

#### 1. Prepare Your Documents:

- Update your resume to include your academic background, relevant coursework, and any previous experience.
- Draft a cover letter expressing your interest in the internship,

### Hiring organization

CHIETA

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Education Administration Programs

### Job Location

Pretoria, Gauteng, South Africa, 0001, Pretoria, Gauteng, South Africa

### Working Hours

09

### Date posted

August 26, 2024

### Valid through

22.01.2028

highlighting your skills, and explaining how this opportunity aligns with your career goals.

**2. Compose an Email:**

- Open a new email and address it to the specified contact email provided in the job description.

**3. Subject Line:**

- Use the following format for the subject line: "Supply Chain/Accounting Intern Application – [Your Full Name]"

**4. Email Body:**

- Begin your email with a professional greeting.
- Express your interest in the CHIETA internship and mention the specific internship track you are applying for (Supply Chain or Accounting).
- Attach your resume and cover letter to the email.
- Include any additional information or details you believe are relevant to your application.

**5. Application Deadline:**

- Be sure to submit your application before the specified application deadline mentioned in the job description.

**6. Politeness and Gratitude:**

- Conclude your email with a polite closing (e.g., "Sincerely" or "Best Regards") followed by your full name.

**7. Double-Check:**

- Before hitting the "Send" button, double-check your email for any typos or errors. Ensure that all attachments are included.

**8. Follow-Up:**

- If you haven't received a confirmation of receipt within a week, consider sending a brief follow-up email to inquire about the status of your application.