

# Computershare: Office Admin Learnership Programme 201

**Closing Date: December 2017**

**Location: Johannesburg**

A 12 month Office Administration learnership opportunity is now available at Computershare South Africa. During the 12 month period the learner will be required to complete both the theory and practical components of the learnership.

## **Learnership content**

- Qualification: Certificate in Office Administration
- NQF Level 5

## **Course content**

- Office communication
- Bookkeeping
- Marketing Management and Public Relations
- Business and Office Administration
- Business law
- Cost and Management Accounting

## **Minimum Requirements**

- Grade 12 with (Accounting and Business studies)
- South African citizens with a valid SA ID
- Candidate must have no work experience

For further information, please contact Athalia Manchidi on 011 370 5000

*Computershare may conduct a criminal background check on applicants subject to current legislation.*

## How To Apply

[Apply Online for the Computershare: Office Admin Learnership Programme 2018](#)

[Apply Online for the Computershare: Office Admin Learnership Programme 2018](#) (for people with disabilities)