Advert for Paid Internship at ABALOBI ICT4FISHERIES, Cape Town

Company name	Abalobi ICT4Fisheries (NPC)	**Company Address**	Westlake Square, Westlake, Cape Town
Contract Type (e.g. Fixed-term)	Internship	**Position(s) to be filled**	Intern to assist Marketplace Operations
Start Date	ASAP	**Contract duration**	6-12 Months
Normal Work hours		45 hours per week, Mon-Fri, 8am-5pm. Some allowances can be negotiated to accommodate studies or other commitments if need be.	

Job Duties:
- The duties of this position will include but not be limited to:
    - Restaurant and consumer onboarding
    - Systems checks and monitoring
        - Asset Manager
        - Delivery management
        - Traceability (dashboard and sheet) maintenance
    - Assisting with sales and sales-related admin
    - Communication with the market via digital platforms
    - Data capture and reporting
    - Market research
    - Ad hoc tasks

Job Requirements (including min Qualifications & Experience):
- An honours degree or 3+ years relevant work experience
- Must be fluent in English
- Skilled in spreadsheet management (either Microsoft Excel or Google Sheets)
- You must have your own laptop.
- This position requires that you are available during normal working hours, and are mostly office-based, especially during the first few months of employment.
- At times, you will be expected to work overtime on short notice, and over weekends and holidays.
- You need to be able to work constructively within a team, and individually, without supervision
- You are expected to adhere to the work instructions of your Line Manager
- You must be punctual and reliable.
- You must be able to meet the work standards set out for you by your Line Manager
- Preference will be shown towards candidates who have experience in sales/marketing and/or the restaurant industry

How to Apply
- CV's of applicants must be submitted between 9am-4pm, Monday-Friday to unit SD6, Westlake Square, Westlake, Cape Town, 7945, or emailed to daniel@abalobi.org
- For more information, email Daniel at daniel@abalobi.org