



JOB ADVERTISEMENT

ADMINISTRATION & FRONT OFFICE INTERN

Green Belt Movement (GBM) is seeking a motivated, organized, and customer-oriented individual to join our team as an **Administration & Front Office Intern**.

The successful candidate will support the day-to-day administrative operations of the organization and ensure a professional, welcoming, and efficient front office environment.

Key Responsibilities

- Receive and welcome visitors, clients and other stakeholders professionally.
- Answer, screen and direct incoming telephone calls and respond to general inquiries.
- Receive, sort and distribute incoming mail and deliveries.
- Assist with filing, record keeping, data entry, photocopying, scanning and document management.
- Provide administrative support, including preparing documents, organizing meetings and maintaining office supplies.
- Assist in managing meeting rooms and coordinating appointments.
- Support the organization of meetings, workshops and other office activities.
- Maintain a clean, orderly and professional reception area.
- Perform other administrative duties as assigned.

Qualifications and Requirements

- A Degree or Diploma in Business Administration, Office Administration, Secretarial Studies or a related field.
- Proficiency in Microsoft Office applications, particularly Word, Excel and Outlook.
- Good verbal and written communication skills.
- Strong organizational, interpersonal and customer service skills.
- Professional presentation, a positive attitude and a willingness to learn.
- Ability to multitask, work independently and maintain confidentiality.
- Previous internship or office experience will be an added advantage.

Personal Attributes

The ideal candidate should be dependable, proactive, detail-oriented, courteous and committed to providing excellent administrative and front office support.

How to Apply

Interested and qualified candidates are invited to submit their **CV and application letter to jobs@greenbeltmovement.org by 5.00 PM, Friday 23rd October 2026**

Please indicate “**Administration & Front Office Intern**” as the subject of your application.

Only shortlisted candidates will be contacted.

Green Belt Movement is an equal opportunity employer and encourages qualified candidates to apply.