

<https://internforza.online/job/plennegy-south-africa-graduate-internship-initiative-2025-new-vacancy/>

Plennegy South Africa Graduate Internship Initiative 2025 | New Vacancy

Programme Overview

We are seeking a Graduate (Master Data Coordinator) to join our team. The successful candidate will be responsible for managing master data processes in alignment with company policies and standards. This internship provides an excellent opportunity to gain experience in data management, ERP systems, and business improvement initiatives.

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Key Responsibilities

- **Master Data Management:**
 - Create, update, and retire master data records following Standard Operating Procedures (SOPs) and company standards.
 - Maintain digital and ERP filing of source document information.
- **Query Management & Business Support:**
 - Address and resolve queries within the required SLA using the Query Management System.
 - Communicate effectively with business users, staff, colleagues, and management.
 - Support various ERP, system, or ad hoc projects as assigned by the Business Improvement or Master Data teams.
- **Data Collection & Analysis:**
 - Assist in sourcing, capturing, and cleaning data to ensure accuracy and compliance.

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Requirements

- **Education:** Diploma or Bachelor's Degree in a relevant field.
 - **Other Requirements:**
 - Valid Driver's License.
 - Understanding of POPIA / PAIA and data protection laws.
 - Experience in ERP data updates and business writing.

Ideal/Advantageous Skills

- Coursework or experience in Data Management.
- Basic knowledge of computer programming.

Why Join Us?

- Gain valuable work experience in a professional environment.
- Develop critical skills in data management and ERP systems.
- Work in a collaborative team that supports professional growth.

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Hiring organization

Plennegy

Employment Type

Intern

Duration of employment

12-months

Industry

Farming

Job Location

South Africa, South Africa

Working Hours

09

Date posted

February 24, 2025

Valid through

February 24, 2026