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20 Craig Road | Anderbolt | Boksburg



HR-023



## BUSINESS ADMINISTRATION LEARNERSHIP OPPORTUNITY

**NQF 5 / Credits: 240 / Duration:12 months**

Are you looking to build a strong foundation for a successful career in business? We are offering an exciting **Business Administration Learnership** designed to equip motivated individuals with a theoretical foundation to apply on the job.

### What We Offer:

- A structured learnership programme.
- Exposure to essential business and administrative skills
- Ability to support operations in a modern workplace

### Key Responsibilities:

- Develop professional communication and organisational skills
- Understand business operations and administrative systems
- Understand customer service
- Provide general support to various departments

### Minimum Requirements:

- Grade 12 / Matric certificate
- Basic computer literacy

### Who Should Apply:

This opportunity is ideal for driven individuals who are eager to develop skills in business administration.

**Location:** DCHC Training, 10 Haggie Rd, Dunswart, Boksburg (virtual class option available)

### How to Apply:

Submit CV, certified copy of ID, and qualifications to:  
[admin@dchctraining.co.za](mailto:admin@dchctraining.co.za)

**Closing Date:** 19<sup>th</sup> June 2026

Start your career journey today and gain the skills that employers are looking for!