

Southbridge

Consulting Group UK

Africa-facing, Globally Wired

Southbridge Group

Position Title: **Administrative Intern**

Work Mode: Fully Remote

Duration: 3-6 months, renewable based on performance

Commitment: Part-time, 15 hours/week

Remuneration: Monthly stipend

1. Background

Southbridge Group is a dynamic, Africa-focused startup with an ambitious vision to transform the continent's talent, education, and technology ecosystems. Through our sub-brands – Southbridge Education & Partnerships, Southbridge Talent (Placement.Africa), and Southbridge Technology – we are building pathways for African professionals and organizations to thrive locally and globally.

The Administrative Intern will provide essential operational support to ensure smooth coordination of projects and organizational activities. This role offers the opportunity to work closely with an experienced leadership team based in Cambridge, UK, and Africa.

2. Purpose of the Role

The Administrative Intern will support the day-to-day operations of Southbridge Group, including documentation, coordination, communication, and reporting. This role is critical to maintaining organizational efficiency and supporting the delivery of strategic projects.

3. Duties and Responsibilities

The intern will:

Administrative Support

- Manage scheduling, meeting coordination, and calendar updates.
- Prepare and organize company records, shared documents, and correspondence.
- Support travel and meeting arrangements when required.

Operational Coordination

- Assist in preparing presentations, reports, and briefs.
- Support onboarding of interns, consultants, and partners.
- Follow up on internal and external communications to ensure timely action.

Communication & Documentation

- Draft and format internal and external communications.
- Maintain accurate and up-to-date records of meetings and decisions

Team Support

- Work closely with the leadership team to ensure seamless operations.
- Provide logistical and coordination support for events or initiatives.

Research & Data

- Conduct market and sector research relevant to Southbridge projects.
- Identify potential partners, employers, and talent pools for **Placement.Africa**.
- Gather and organize data on African labor markets, higher education trends, and talent mobility.
- Maintain and update internal databases and contact lists.
- Provide summarized reports and data insights for strategic planning.

4. Expected Deliverables

- Well-maintained and organized shared folders and documents.
- Accurate and timely meeting notes and follow-up action tracking.
- Timely scheduling and coordination of internal and external meetings.
- Support materials (reports, presentations, communications) prepared to a high standard.

5. Reporting

The Administrative Intern will report directly to the Southbridge Group Leadership Team and work in close coordination with team members in Cambridge, UK, and Africa.

6. Skills and Competencies

- Excellent organizational and time-management skills.
- Strong written and verbal communication abilities.
- Proficiency in Microsoft Suite.
- Ability to work independently in a remote environment.
- Attention to detail and a proactive approach to problem-solving.

7. What We Offer

As a startup with an ambitious vision and experienced leadership, Southbridge Group offers a unique opportunity to learn, contribute, and grow in a fast-paced, impact-driven environment. You will gain hands-on experience in operational management and expand your professional network across Africa and beyond.

8. Application Process

Interested applicants should send an email to *engage@placement.africa* including:

- Your CV
- A short cover letter in the body of the email

Application closing **10 September 2025**