

Wilmed - Ward C: Ward Secretary

The Group is committed to creating places of healing for their communities, focused on attracting the best expertise and dedicated to building a steadfast, devoted team.

Role Summary:

The incumbent will be responsible for the co-ordination of all secretarial work in the ward and responsible for receiving all new patients, visitors, and doctors in the ward as well as to make them feel welcome.

The incumbent will further be required to assist the ward staff and the Unit Manager.

Key Work Output and Accountabilities:

- Assists in stock control
- Provides all administrative services to support clinical activities and to ensure that the ward is able to operate effectively and efficiently.
- Assists in maximising bed occupancy by allocation of beds when requested on a continuous basis
- Assist with patient satisfaction levels as set by the unit manager on a monthly basis
- Provides evidence of participation in training and development interventions to ensure continuous development.
- Admission of new-born babies
- Minimizes risk by identifying and reporting near misses and incidents.

Inherent Requirements:

- Grade 12 or equivalent NQF Level 4 Qualification
- 2-3 years' experience in a secretarial position/Hospital experience
- Computer Literacy

If you are interested in the position and wish to apply, kindly apply on our online recruitment portal:

<https://people.lenmed.co.za/>

Certified copies of qualifications and identity documentation should be included with the application.

Please contact the HR department at +27(0) 18 468 7700 for technical assistance.

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being used for the specific purpose for which it was provided, which is recruitment purposes and possible appointment purposes (should you be successful). Please note that your information will be processed for recruitment purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent. If your application is not successful, we retain your CV and other information provided for a period of 6 months after which it will be destroyed in a secure manner. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection and we will immediately destroy your personal information in a secure manner.



WORK PROFILE

Location:

Wilmed Park Private Hospital

Job Grade:

B3

Benefits:

Pension Fund and Medical Aid

Date Posted:

11 September 2023

Closing Date for Applications:

25 September 2023

Lenmed is an Equal Opportunity Employer. The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Lenmed actively supports the recruitment of people with disabilities. In the event of any physical or psychological limitation that may impair an individual's ability to perform the job function, the employee must consult the employer for reasonable accommodation.

Should you not receive a response within three weeks after closing date, kindly consider your application unsuccessful.