

Facilities Healthcare Technology Clerk

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 Facilities Clerk will manage the flow of day to day work in the Facilities and Healthcare Technology department. The Facilities Clerk will also assist with all administrative functions relating to the Facilities and Healthcare Technology Departments

Key Work Output and Accountabilities:

- Manage the flow of day to day work in the Facilities and Healthcare Technology departments
- Operating of SAP, CMMS (Computerized Maintenance Management System) My-Buildings
- Place and manage department orders
- Assist management to control Departmental Budget
- Maintain an asset system of plant and clinical equipment
- Maintain a proper filing system for all plant and equipment and medical equipment
- Creating of job cards for the Facilities and Healthcare Technology department staff
- Need to interact with internal and external customers through several different means
- Compile Manager documents of completed projects with all relevant documents received from the Facilities Manager and Healthcare Technology Management Offices
- Ability to work under pressure

Inherent Requirements:

- Grade
- 1 – 2 years service industry experience
- SAP Experience preferably
- Computer Literacy (MS Word, Excel, Outlook and Power Point)

If you are interested in the position and wish to apply, kindly forward your CV to : Mariska.Tuck@lenmed.co.za

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:

Ahmed Kathrada Private Hospital

Job Grade:

B4

Benefits:

Medical Aid & Pension

Date Posted:

03 August 2022

Closing Date for Applications:

10 August 2022

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.