

Pharmacy 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 incumbent is expected to make administrative decisions that falls within the ambit of responsibilities and will further be required to assist the pharmacy staff and pharmacy manager where necessary

Key Work Output and Accountabilities:

- Compare invoices received to purchase orders
- Timeous capturing of invoices daily with minimal error rate
- Liaise with theatres to ensure timeous capturing of invoices in these locations
- Follow up on outstanding deliveries from purchases order review
- Follow up on outstanding credit notes on behalf of the pharmacy
- Liaise with suppliers and follow up on outstanding invoices and proof of delivery
- Reconciling invoice packs weekly for sign off
- Liaise with finance to ensure correct and timeous payment of invoices (month end deadline)

Inherent Requirements:

- Grade 12 or equivalent NQF Level 4 Qualification
- 1-2 years' experience in an administrative role
- Advanced Computer Literacy
- Working knowledge of Microsoft Office
- SAP experience – Advantageous
- Flexible in working shifts and long hours

If you are interested in the position and wish to apply, kindly forward your CV to sarishan@ehhc.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:
Ethekwini Hospital & Heart Centre

Job Grade:
B2

Benefits:
Pension Fund and Medical Aid

Date Posted:
20th March 2020

Closing Date for Applications:
27th March 2020

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.