

# 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 Pharmacy Clerk is responsible for the delivery of goods to the various departments. The incumbent will further assist with the stock take process and any other general tasks as allocated by the Pharmacy Manager or Pharmacist.

## Key Work Output and Accountabilities:

- Ability to adhere and enforce processes, policies and protocols
- Basic principles of stock management and stock delivery
- Processing of stock for internal departments and assist with packing of stock
- Timeous follow up on outstanding medication owing to patients
- Effectively communicate with pharmacists, ward staff and internal departments and handling of queries
- Good communication and interpersonal skills
- Good numeric skills
- Organization to assist pharmacists in all aspects of dispensing, procurement and stock control

## 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 [sipho.ndima@lenmed.co.za](mailto:sipho.ndima@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:**  
Zamokuhle Private Hospital

**Job Grade:**  
B2

**Benefits:**  
Pension Fund & Medical Aid

**Date Posted:**  
04 August 2022

**Closing Date for Applications:**  
12 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.**