

Ward Administrator - SHCU

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 have a dual role which involves stock control, billing and secretarial duties in the ward and also assisting the ward staff and the Unit Manager as may be necessary within reason

Key Work Output and Accountabilities:

- Ensure tasks are completed within specified timeframes
- Displays accuracy and attention to detail
- Responsible for ensuring that a reliable paper trail exists for all stock used - Ensure timeous and accurate daily billing of stock used.
- Responsible for Equipment, maintenance and stationery requisitions & control of linen
- Measure and evaluate stock activity levels for stock and re-ordering purposes
- Conduct cyclical counts for inventory purposes and be involved in quarterly Stock takes
- Assist with any adhoc duties assigned by the Pharmacy Manager/Billings Supervisor or Unit manager.

Inherent Requirements:

- Grade 12 or equivalent NQF Level 4 Qualification
- 2-3 years Hospital experience preferable.
- SAP experience preferable
- Able to work long shifts and 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:

Ethekewini Hospital & Heart Centre

Job Grade:

B4

Benefits:

Medical Aid & Pension

Date Posted:

25th November 2021

Closing Date for Applications:

02nd December 2021

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.