



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	MEDICENTRE PHARMACY
JOB TITLE:	ADMIN CLERK

PURPOSE OF POSITION

- The above position has become vacant in Medicentre, reporting to the Pharmacy Manager.

KEY PERFORMANCE AREAS

- To check all the paperwork both from the data capture as well as from the medical aid clerk.
- To compile monthly overtime and leave schedules for temporary staff, locums and permanent staff.
- Responsible for variances, checking invoices, transfers, usages, credit notes, transfers in & out and credit notes.
- Responsible for cashing up of petty cash and doing the banking.
- To do the month-end reports e.g. Clinic usage, turnover
- To do monthly CPA recon.
- To reconcile invoices to original purchase orders for both ethical and surgical.
- To get the schedule 5 and 6 drug order books signed by Dr in charge.
- To pack hospital charts TTOS and retail scripts.
- To go to the bank for change when requested to do so.
- To receive and unpack ethical stock.
- To assist with the stock count monthly.
- To arrange for transporting of the stock to and from other within the group.

COMPETENCIES (The following will be advantageous)

MINIMUM REQUIREMENTS (Educational Qualifications & Experience)

- Must have a Grade 12 qualification – NQF 4
- Preferably a Basic/Post Basic Pharmacy Assistant certificate.
- Preferably a certificate in business administration.
- Preferably a certificate in Microsoft Office

<p>SKILLS (Practical & Technical)</p>	<ul style="list-style-type: none"> • Excellent Communication Skills • High multi-tasker • Good Telephone etiquette • Punctuality • Good time management
<p>BEHAVIOURAL ATTRIBUTES (Personality Characteristics)</p>	<ul style="list-style-type: none"> • Professionalism and initiative • Well-spoken and respectful • Must be able to adhere to all company rules and policies. • Honesty and Integrity
<p>JMH VALUES (Commitment)</p>	<ul style="list-style-type: none"> • We respect the dignity of an individual. • We are committed to giving our doctors top quality service. • We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential. • We are committed to providing our shareholders with a fair rate of return on their investment. • We will act in a responsible manner towards our physical and social environment.
<p>CV's together with supporting documents should be submitted to: recruitment@jmh.co.za</p>	
	<p>NB: Only short-listed candidates will be contacted.</p> <p>Closing date for applications is 22 October 2023</p> <p>Yours faithfully Jenny Bux Group HR Manager</p>