



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	CITY HEAD OFFICE - PROCUREMENT
JOB TITLE:	CREDITORS CLERK

PURPOSE OF POSITION

The above position has become vacant in the Procurement Department, reporting to the Group Procurement Manager.

KEY PERFORMANCE AREAS

- Ensure timeous completion of creditors capturing and reconciliations of documents for the group.
- Resolve all supplier queries efficiently.
- Ensure accurate coding of expenditure.
- Ensure that group protocols and processes are followed.
- Give status reports to the Group Procurement Manager regarding creditors.
- Ensure invoices are billed to the appropriate subsidiary.
- Send PSA for new suppliers and follow up.
- Ensure all suppliers meet the requirements set out by finance.
- Perform adhoc tasks as assigned to you by your manager.

COMPETENCIES (The following will be advantageous)

MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none">• Must have Grade 12 qualification.• Must be computer literate.• Must have minimum 2 years relevant creditors experience• The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.• Knowledge of ACCPAC would be an advantage.
SKILLS (Practical & Technical)	<ul style="list-style-type: none">• Excellent Communication Skills• High multi-tasker• Good Telephone etiquette• Punctuality• Good time management

BEHAVIOURAL ATTRIBUTES (Personality Characteristics)	<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
JMH VALUES (Commitment)	<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.

CV's together with supporting documents should be submitted to: recruitment@jmh.co.za

NB: Only short-listed candidates will be contacted.

POPIA CLAUSE – HR ADVERTS

Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).

By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.

If unsuccessful, your personal information is securely destroyed and is not retained by the company.

Closing date for applications is 18 February 2025.

**Yours faithfully
Jenny Bux
Group HR Manager**