



JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	CITY HOSPITAL -RECEPTION
JOB TITLE:	PORTER x3

PURPOSE OF POSITION

To provide portering services to all hospital departments. To provide an efficient and courteous service for patients, visitors and staff.

KEY PERFORMANCE AREAS

- Deal with customer/ staff/patient queries in a courteous, effective and efficient manner
- Collection / transportation of X rays and medical records as required.
- Collections of all internal and external post from Admin, doctor's rooms and delivery Hospital department.
- Assisting ward nurses with transfer of inpatient from wards to diagnosis departments when required.
- Dealing with confused and agitated patients and visitors.
- Assist Concierge at times with patient's luggage and wheelchair as required
- Working closely with all departments, ensuring the safe environment of goods and equipment through hospital.
- Ensures that patients are transported around hospital and in/from doctor's rooms' safety professionally offering high quality service delivery.

COMPETENCIES (The following will be advantageous)

MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none">• Preferably have a Grade 12 certificate or equivalent.• Experience in a customer care environment.• Be prepared to do shift-work.
SKILLS (Practical & Technical)	<ul style="list-style-type: none">• Must have good communication skills
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.

JMH VALUES
(Commitment)

- 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 16 March 2025

Yours faithfully

Jenny Bux

Group HR Manager