



JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	CITY HOSPITAL -STORES
JOB TITLE:	SENIOR STOREMAN

PURPOSE OF POSITION

- The incumbent will be responsible for assisting in all functions dealing with stores, distributing of stock and equipment.

KEY PERFORMANCE AREAS

- Reconciling pass-out books.
- Shipment and transfer of stock requisitions.
- Overseeing and management of staff in the department.
- Vetting stock for the group.
- Reconciliation of photocopy paper used against Rios printing.
- Prepare monthly costing for wards.
- Accpac capturing of stock requisitions.
- Prepare monthly reports.
- Conduct weekly random stock counts.
- Investigate and reconcile variances.
- Preparing stock motivations for the group.
- Vetting captured requisitions for the group.
- Ensuring proofs read is approved by HODs
- Ensuring all medical /non-medical goods are delivered to the correct departments.
- Ensure all shipments has pulled through before rollover is done.
- Oversee creditors clerk documentation etc.

COMPETENCIES (The following will be advantageous)

MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> • Must have Matric. • Preferably have a tertiary qualification. • Must have a valid driver's license. • Must have 2 to 3 year's experience in stores. • Must have excellent communication skills with suppliers and staff. • Must be computer literate – MS Word & Excel. • Must be honest, reliable and have the ability to liaise with Senior Management.
SKILLS (Practical & Technical)	<ul style="list-style-type: none"> • Be physically fit and able to carry heavy items. • Must be able to work in a team. • Be able to meet deadlines with distribution of stock. • Be accurate and have a good eye for detail. • Enjoy practical and manual work.

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)	<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 26 September 2024

Yours faithfully
Jenny Bux
Group HR Manager