



# JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

<b>DIVISION:</b>	<b>CITY HEAD OFFICE - STORES</b>
<b>JOB TITLE:</b>	<b>STOREMAN</b>

<b>PURPOSE OF POSITION</b>	
Responsible for assisting in all functions dealing with stores, distributing of stock and equipment.	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"> <li>Responsible for ensuring the safe custody of stock, accurate issuing and receiving of stock.</li> <li>Maintain and monitor stock reorder levels.</li> <li>Accurate recording and analysis of stock movements.</li> <li>Ensure that the group policies are adhered to.</li> <li>Maintain various reports as required by your Supervisor and Manager.</li> <li>Perform tasks as required by your Supervisor and Manager.</li> </ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	
<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"> <li>Must have Grade 12 qualification.</li> <li>A tertiary qualification is an added advantage.</li> <li>Must have previous experience in procurement.</li> <li>Must be computer literate.</li> <li>The ideal candidate will have the willingness to assume job ownership, work independently and apply principles of continuous improvement.</li> </ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"> <li>Must have excellent telephone skills.</li> <li>Must possess excellent inter-personal skills.</li> <li>Must have excellent communication skills.</li> </ul>
<b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)	<ul style="list-style-type: none"> <li>Well-spoken and respectful</li> <li>Must be able to adhere to all company rules and policies.</li> </ul>
<b>JMH VALUES</b> (Commitment)	<ul style="list-style-type: none"> <li>We respect the dignity of an individual.</li> <li>We are committed to giving our doctors top quality service.</li> <li>We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.</li> <li>We are committed to providing our shareholders with a fair rate of return on their investment.</li> <li>We will act in a responsible manner towards our physical and social environment.</li> </ul>
CV's together with supporting documents should be submitted to: <a href="mailto:recruitment@jmh.co.za">recruitment@jmh.co.za</a>	

**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<sup>th</sup> February 2025**

**Yours faithfully  
Jenny Bux  
Group HR Manager**