



JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

VACANCY: ASCOT PARK HOSPITAL

DIVISION:	ASCOT PARK HOSPITAL
JOB TITLE:	SWITCHBOARD OPERATOR /PORTER
PURPOSE OF POSITION	
The incumbent will be part of the Patient Relations Team providing a porter service for all hospital departments. To provide an efficient and courteous service for patients, visitors, consultants, and staff.	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> Attend to customer/ staff/patient queries in a courteous, effective, and efficient manner telephonically and in person. Collection / transportation of X-rays, reports, 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. 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 doctors' rooms' safety professionally offering high quality service delivery. To perform other relevant tasks if so, requested by your Superior. 	
COMPETENCIES (The following will be advantageous)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> Grade 12 certificate. 1-2 years' experience as switchboard operator preferable in a hospital environment. Must have good communication skills and telephone etiquette. The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.
SKILLS (Practical & Technical)	<ul style="list-style-type: none"> Take on initiative and be a self-starter. Good Communication and Verbal 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)	<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: ascotrecruit@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 31 January 2023

**Yours faithfully
Jenny Bux
Group HR Manager**