



# JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

## VACANCY

<b>DIVISION:</b>	DURDOC PHARMACY
<b>VACANCY:</b>	SURGICAL STORES PORTER/BARCODER – HALF DAY X1

### PURPOSE OF POSITION

Understands and supports the mission, vision and values of the organisation. Promote the health, welfare and safety of all patients in the organisation. Carry out all general assistant pharmacy duties. Assist with any other function as requested.

### KEY PERFORMANCE AREAS

- To pack daily printouts and deliver the packed printouts to the wards and theatre.
- To pack requisition books and deliver to the wards and theatre.
- To unpack and check the packed stock with the ward clerk or theatre stock controller.
- To run errands.
- Assist in stock takes
- To unpack stock and barcode the stock before placing it on the shelves.
- To reconcile invoices if requested to do so.

### COMPETENCIES (The following will be advantageous)

<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	Must have a Grade 12 qualification. Incumbent must be able to work under pressure within a team environment, be people orientated and accept job ownership. Must be prepared to work weekends and public holidays. Must be prepared to work Half Days.
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"> <li>• Ability to deal with members of the public.</li> <li>• Must pay attention to detail.</li> <li>• Must have the ability to communicate with Nursing staff and management.</li> <li>• Preferably bi-lingual.</li> </ul>
<b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)	<ul style="list-style-type: none"> <li>• Professionalism and initiative</li> <li>• Well-spoken and respectful</li> <li>• Must be able to adhere to all company rules and policies.</li> </ul>

**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: [durrecruit@jmh.co.za](mailto:durrecruit@jmh.co.za)

**NB: POPIA CLAUSE**

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 9 September 2021**

**Yours faithfully**  
**Jenny Bux Group HR Manager**