

**VACANCY: JOINT MEDICAL HOLDINGS**

<b>DIVISION:</b>	ASCOT PHARMACY
<b>JOB TITLE:</b>	SURGICAL STORES ASSISTANT

**PURPOSE OF POSITION**

To Assist with the management, control and distribution of stock in the Surgical Stores Department of the Pharmacy.

**KEY PERFORMANCE AREAS**

- Responsible for packing surgical stock for wards and theatre according to replenishment lists that are printed on daily basis.
- Ensuring correct and accurate Billing is completed for chits received at Surgical Stores.
- Stock Control – ensuring adequate stock levels are on hand, reviewing expiry dates and preparation of expired and short dates stock lists.
- Transporting of surgical stock to ward and theatre as required.
- Placing orders for surgical stock items to suppliers as needed.
- Receiving stock and reconciling all invoicing which were received for stock according to procedure.
- Assist with receipt of stock onto the HMS system, posting transfers and usages.
- Bar coding of new stock received.
- Handling and resolving queries and escalating where required.
- Co-ordinating new product evaluations at theatre and ward level.
- Act as a relief to the theatre stock controller when they are on leave and/or not available.

**COMPETENCIES (The following will be advantageous)**

<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"><li>• Must have Grade 12 qualification.</li><li>• Must be computer literate.</li><li>• Must have knowledge of stock control (Surgical Stock would be an advantage)</li><li>• 1 – 2 years' experience in a Pharmacy or Hospital environment.</li><li>• Basic /Post basic level qualification is necessary.</li></ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"><li>• Excellent Communication and Verbal Skills.</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: [recruitment@jmh.co.za](mailto: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 28 February 2022.**

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