

**VACANCY: JOINT MEDICAL HOLDINGS**

DIVISION:	MEDICENTRE PHARMACY
JOB TITLE:	SURGICAL STORES ASSISTANT

PURPOSE OF POSITION

To Assist with the managing and control of stock in the Pharmacy.

KEY PERFORMANCE AREAS

- Responsible for pulling out stock for the Pharmacy and the Theatre Stores, making sure that all the correct stock is pulled.
- Make sure that the correct and accurate Billing is done.
- Controlling all the stock for the Pharmacy and the Theatre stores.
- Responsible for placing orders for Pharmacy stock in the Stores.
- Reconciling all invoicing which were received for stock.
- Ensure that the Data Capture of all the Stores stock is carried out correctly.

COMPETENCIES (The following will be advantageous)

MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none">• Must have Grade 12 qualification.• Must be computer literate.• Must have knowledge of stock control (Surgical Stock would be an advantage)• Several years' experience in Pharmacy or Hospital would be an advantage.
SKILLS (Practical & Technical)	<ul style="list-style-type: none">• Excellent 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: 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 April 2022

**Yours faithfully
Jenny Bux Group
HR Manager**