



JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	BEHAVIOURAL CENTRE
JOB TITLE:	GENERAL ASSISTANT

PURPOSE OF POSITION	
<ul style="list-style-type: none"> To perform all general functions and provide support to the head of department at the Behavioural Centre. 	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> Ordering and supply of stock and daily issues (staff and patients) Daily checking the supply of patient consumables (tea, coffee, juice) Communicating the needs (consumables) for the day to Debby-who notes in order book Takes order book to Kitchen (5th floor) and brings orders Clearing of and washing of any dishes (cups, spoons) throughout the day General tidying up of kitchen Puts out cups, juice and cutlery for patient's lunch Washing up of all dishes after lunch and separating for each floor for hostesses to pick up Takes out bin in the after clearing waste food Replenish tea/coffee/ biscuits and tidy up throughout the day 	
COMPETENCIES (The following will be advantageous)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> Matric No experience
SKILLS (Practical & Technical)	<ul style="list-style-type: none"> Communication 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 31 May 2022

**Yours faithfully
Jenny Bux
Group HR Manager**