

**VACANCY: JOINT MEDICAL HOLDINGS**

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| DIVISION: | RIBUMED BALLITO DAY HOSPITAL |
| JOB TITLE: | WARD ADMINISTRATOR |
| PURPOSE OF POSITION | |
| <ul style="list-style-type: none">• Ensure that the correct billing processes are followed in the hospital and provide administrative support to the hospital especially the day ward. | |
| KEY PERFORMANCE AREAS | |
| <ul style="list-style-type: none">• Auditing and billing of patient documents at ward level• Stock and equipment control in the ward.• Preparation of departmental statistics.• Provide administrative service to ward staff.• Liaise with patients on all aspects of administration matters.• Professionalism, friendliness, and efficiency are the standard always required.• Ensure that the correct billing processes are followed in the Hospital from a foundation level of raising a charge to identify weakness and action correct measures. | |
| COMPETENCIES (The following will be advantageous) | |
| MINIMUM REQUIREMENTS (Educational Qualifications & Experience) | <ul style="list-style-type: none">• Grade 12 Certificate.• Must be computer literate.• Preferably have Delta 9 experience.• Preferably have hospital admin experience.• Ability to deal with members of the public.• The ideal candidate must have the willingness to assume job ownership, work independently and apply principles of continuous improvement. |
| SKILLS (Practical & Technical) | <ul style="list-style-type: none">• Must be honest, truthful, and conscientious in their approach to, and in their performance of their work.• Be professionalism, friendliness and efficiency are standard always required.• Develop a spirit of teamwork amongst colleagues in all departments recognising the needs for a friendly working environment. |
| 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)

- 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: ribumedrecruit@ribumed.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 17 June 2022

Yours faithfully
Jenny Bux Group HR Manager