

VACANCY- LOWVELD

Role Title	Hospital Management Personal Assistant
Department	Management
Reporting Structure	Hospital Manager
Closing Date	15 April 2019

ROLE SUMMARY

Busamed Lowveld Private Hospital is looking for a suitably qualified candidate that will be responsible for the co-ordination of the administration of the Management suit.

RESPONSIBILITIES AND DUTIES

- Answering calls and liaising with clients competently
- Preparing correspondence as requested by Hospital Management
- Communicating with Hospital Management
- Managing Management electronic diary,
- Planning and organising management meetings,
- Organising travel and preparing complex travel arrangements for Hospital Management
- Taking action points and writing minutes at management meetings
- Preparing relevant documentation for management meetings
- Drafting communications as per Hospital Management request
- Preparing management presentations and documentation/ slides
- Managing and reviewing filing and office systems.
- Typing documents
- Ordering stationary and office equipment
- Providing administrative support to the Hospital management
- All duties assigned by Hospital management from time to time.

SKILLS PROFILE

EDUCATION

- Grade 12 or equivalent NQF level 4 qualification
- National Diploma in Secretarial studies or Public Relations will be advantageous
- Excellent verbal and written communication skills

WORK EXPERIENCE

- Minimum of 3 to 4 years Personal Assistance experience
- Private Hospital experience

KNOWLEDGE

- Intermediate computer skill (Excel and Word)

APPLICATION PROCESS

BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER

The Company's Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Busamed actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to applications.Lowveld@busamed.co.za before the sited closing date.
