

ROLE PROFILE

ROLE TITLE	THEATRE STORE CLERK
DEPARTMENT	PHARMACY
REPORTING STRUCTURE	PHARMACY MANAGER
CLOSING DATE	14 APRIL 2019

ROLE SUMMARY

The Theatre Store Clerk will be responsible for the daily stock control in the theatre and catheterisation lab. This includes control over consignment, aged, short dated, excess and obsolete stock. The incumbent will also be responsible for monthly cyclical counts, receiving, unpacking, binning and bar coding of theatre stock. The Theatre Store Clerk will data capture theatre charge sheets and consignment stock daily.

SKILLS PROFILE

EDUCATION

- Grade 12 or equivalent NQF Level 4 Qualification

WORK EXPERIENCE

- Two years' experience in a similar position in a hospital /pharmacy
- Working experience in private healthcare or healthcare funding industry will be advantageous
- Computer literacy (Microsoft office) essential
- SAP experience will be advantageous
- Theatre Stock system experience

KNOWLEDGE

- Theatre Stock Management knowledge
- Fluent communication in English essential
- Knowledge of billing processes and procedures
- Knowledge and experience of a pharmaceutical stock control system
- Customer service orientated with high working standards
- Excellent interpersonal and communication skills
- Ability to adhere to principles and values at all time
- Ability to present and communicate information

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.paardevelei@busamed.co.za and highlight Theatre Store Clerk Application as the Subject of the e-mail.

Should you not hear from us by the 30th April 2019, please accept that your application was unsuccessful.