

ROLE PROFILE	
Role Title	Switchboard Operator
Department	Administration
Reporting Structure	Administration Manager
Closing Date	28 May 2019

ROLE SUMMARY

The Switchboard operator is responsible for answering the incoming calls in a professional and friendly manner as well as liaising and communicating at all levels and to adapt and respect all cultures.

- SKILLS PROFILE**
- EDUCATION**
- Grade 12 or equivalent NQF level 4 qualification
 - Multi-lingua

- WORK EXPERIENCE**
- 1-2 years working experience in the same position Essential,
 - Working experience in private healthcare or healthcare funding industry will be advantageous,
 - Working experience on SAP will be advantageous,
 - Knowledge of Telephone Management Systems advantageous.

- KNOWLEDGE**
- Computer literacy (Microsoft office) essential,
 - Good interpersonal and communication skills,
 - Must be able to function effectively independently,
 - Fluent communication in English essential.
 - Multi-Lingual

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.Bramfischer@Busamed.co.za before the closing date cited above.

Should you not hear from us by the 7th June 2019, please consider your application unsuccessful