



VACANCY - HARRISMITH	
Role Title	PORTER
Department	ADMIN
Reporting Structure	ADMINISTRATION MANAGER
Closing Date	31 JULY 2019

ROLE SUMMARY

Busamed Harrismith Private Hospital is looking for suitably qualified customer-orientated person to provide timeous, efficient front-line service to patients and visitors. The Porter will be responsible for the accompanying patients to and from the wards as well as any general tasks that may be required.

RESPONSIBILITIES AND DUTIES

- Accompany patients to and from the wards
- Deliver Post and Memos
- Collection and delivery of ward stock and other Pharmacy items and documents
- Relieve at different departments
- Various duties assigned by Manager
- Professional flexibility in working hours while supporting daily business hours.
- Will interact with internal and external customers through several different means.
- Keep up to date with evolving policies and procedures and abide by them at all times.
- Work effectively and co-operatively with others to establish and maintain good working relationships that are mutually beneficial.

SKILLS PROFILE

EDUCATION

- Grade 12 or equivalent NQF level 4 qualification

WORK EXPERIENCE

- Customer-oriented with exceptional interpersonal skills

KNOWLEDGE

- Proactive, organised and able to multitask and work well under pressure
- Participative and able to work as part of the team & Professional in appearance

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.harrismith@busamed.co.za before the closing date cited above. Should you not hear from us by the 31 August 2019, please consider your application unsuccessful.