

VACANCY- HILLCREST	
Role Title	Pharmacy Stores Clerk
Department	Pharmacy
Reporting Structure	Pharmacy Manager
Closing Date	18 October 2019
ROLE SUMMARY	
<p>The pharmacy stores clerk stock will be responsible for the processing of the one for one replenishment, replenishing ward stock, unpacking and processing of patient credits. The pharmacy stores clerk has the responsibility of unpacking surgical stock, bar coding the stock and packing the stock onto the stores shelf. The pharmacy stores clerk assists nursing staff in ensuring that stock is replenished on the wards and units for patient care. and new product information.</p>	
SKILLS PROFILE	
EDUCATION	
<ul style="list-style-type: none"> Grade 12 or equivalent NQF level 4 qualification SAP Will be an advantage Intermediate Computer Skills 	
WORK EXPERIENCE	
<ul style="list-style-type: none"> Two or more years of experience in a private hospital would be advantageous 	
KNOWLEDGE	
<ul style="list-style-type: none"> Ordering of Surgical stock for the hospital according to SOP while adhering to formulary requirements i.e. replenishing the pharmacy surgical stores Receiving of stock delivered to pharmacy Unpacking, barcoding and checking of surgical stock & binning of all surgical stock weekly Controlling of surgical stock in the dispensary with special attention to expiry dates, formulary compliance and usage Performing regular cycle counts and assist in full stock take process Replenishment of surgical stock to the wards and theatre Following up on “out of stock “and “to follows”. Request out of stock letters and communicate this to the unit managers Management of over and under recoveries Processing all transfers of surgical stock to wards and theatres Issuing and charging of surgical stock to in patients Assisting the wards in determining min /max levels & Assisting in updating ward stock lists All duties assigned by management from time to time 	
APPLICATION PROCESS	
<p>BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER</p> <p>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.</p> <p style="color: red;">Interested candidates who meet the above criteria are requested to e-mail a detailed CV to applications.hillcrest@Busamed.co.za before the closing date cited above.</p> <p style="color: red;">Kindly indicate the name of the position you are applying for in the subject line of your email.</p>	