



# BUSAMED

Premium Care. Personal Touch.

## VACANCY

### ROLE PROFILE

Role Title	<b>CREDIT CONTROLLER – HEAD OFFICE DURBAN</b>
Department	<b>FINANCE</b>
Reporting Structure	<b>GROUP ADMIN MANAGER</b>
Closing date	<b>29<sup>th</sup> NOVEMBER 2019</b>

### ROLE SUMMARY

The incumbent will be required to complete credit administration tasks in the Busamed Head Office Credit Control Department. The incumbent will also be required to ensure that all debtor payments are processed accurately and efficiently whilst adhering to all relevant policies and procedures.

### SKILLS PROFILE

#### EDUCATION

- Grade 12 or equivalent NQF Level 4 Qualification

#### WORK EXPERIENCE

- At least 2 years' experience in a private hospital and or medical industry
- Customer oriented with exceptional interpersonal skills
- Computer Literacy and good working knowledge of Excel is essential
- Experience on SAP is advantageous

#### COMPETENCIES

He/she needs to be independent and team-oriented with good knowledge of medical aid terminology and tariff structures. The incumbent needs to ensure professionalism at all times and have good accuracy and attention to detail skills.

### 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 [careers@busamed.co.za](mailto:careers@busamed.co.za) before the closing date cited above.

Should you not hear from us by the 31<sup>st</sup> December 2019, please accept that your application was unsuccessful