



VACANCY - HILLCREST	
Role Title	<b>Ward Administrator</b>
Department	<b>Pharmacy</b>
Reporting Structure	<b>Pharmacy Manager</b>
Closing Date	<b>06 March 2020</b>
ROLE SUMMARY	
<p>The incumbent will be responsible for coordination of all secretarial &amp; Billing duties in the ward as well as receiving all new patients, visitors and doctors. This individual will also be responsible for stock and all stock control within the unit</p>	
SKILLS PROFILE	
EDUCATION	
<ul style="list-style-type: none"> <li>• Grade 12 or equivalent NQF level 4 qualification</li> <li>• SAP Will be an advantage</li> <li>• Computer literacy</li> </ul>	
WORK EXPERIENCE	
<ul style="list-style-type: none"> <li>• Two or more years of experience in a private hospital would be advantageous</li> <li>• Strong interpersonal skills essential</li> </ul>	
KNOWLEDGE	
<ul style="list-style-type: none"> <li>• Answering the telephone in a friendly and professional manner.</li> <li>• Taking messages for staff, patients and doctors.</li> <li>• Admitting the patient into the ward.</li> <li>• Ensuring the doctor and the patients' families are informed of any transfers.</li> <li>• Informing the patients' families of discharges when requested.</li> <li>• Ensuring that a Customer Satisfaction form is completed by the patient.</li> <li>• Ensuring all billing is up to date on SAP by ensuring accurate data capturing.</li> <li>• Ensuring all files are brought down to Billings as requested</li> <li>• Ensuring stock levels are at the required levels (stationery and ward stock).</li> <li>• Completion of stock cycle counts.</li> <li>• Ensuring that the patient's records are captured according the standard operation procedure for patient admission in the wards</li> <li>• Ensuring stock used within the unit is billed and SAP quantity balances with physical values</li> <li>• To manage the stock count processes and teams for stock takes</li> <li>• To provide operational support to hospital stock controller when need arises</li> </ul>	
APPLICATION PROCESS	
<p align="center"><b>BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER</b></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 align="center">Interested candidates who meet the above criteria are requested to e-mail a detailed CV to <a href="mailto:applications.hillcrest@Busamed.co.za">applications.hillcrest@Busamed.co.za</a> before the closing date cited above. Kindly indicate the name of the position you are applying for in the subject line of your email.</p>	