

VACANCY- HILLCREST	
Role Title	Pharmacy Data Capturer
Department	Pharmacy
Reporting Structure	Pharmacy Manager
Closing Date	31 March 2020
ROLE SUMMARY	
<p>The pharmacy Data Capturer will be responsible for the accurate capturing of data in pharmacy. The Pharmacy Data Capturer has the responsibility of ensuring that that all the stock is captured on the system and all invoices are processed accordingly.</p>	
SKILLS PROFILE	
EDUCATION	
<ul style="list-style-type: none"> • Grade 12 or equivalent NQF level 4 qualification • SAP knowledge critical • Intermediate Computer Skills with knowledge to Excel 	
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"> • Daily processing of invoices and credit notes onto SAP for entire hospital • Forwarding of documentation to finance. • Completeness and accuracy of information and documentation. • Processing internal transfers. • Management and compliance with certain financial targets and guidelines as set out by the business. • Compliance with Pharmacy SOP's. • Follow up on outstanding invoices not on the report. • Liaise with Buyer with all pricing queries. • Follow up on all queries raised by finance. • Assist in receiving stock. • Assist with product barcoding. • Completion of allocated cycle counts. • Assist with ward replenishment should operational need arise • Assist with month end reporting for daily allocated tasks 	
APPLICATION PROCESS	
BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER	
<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="text-align: center;"> 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>	