



ROLE PROFILE	
ROLE TITLE	WARD ADMINISTRATOR
DEPARTMENT	MEDICAL
REPORTING STRUCTURE	PHARMACY MANAGER
CLOSING DATE	15 APRIL 2020

ROLE SUMMARY

The Ward administrator is responsible for General admin functions and all stock control duties at ward/unit level. The incumbent is the link between Pharmacy and ward/Unit with a dual reporting line to Pharmacy and Unit Manager. The incumbent will communicate to both Pharmacy Manager and Unit Manager ensuring that both parties are well informed and in agreement to all aspects pertaining to the role.

SKILLS PROFILE

EDUCATION

- Grade 12 or equivalent NQF Level 4 Qualification.

WORK EXPERIENCE

- 1-2 years working experience as a Ward Administrator
- Customer service orientated with high working standards
- Stock Management working experience advantageous
- Private Healthcare or Hospitality industry working experience advantageous
- Hospital SAP working experience advantageous

KNOWLEDGE

- Fluent communication in English essential
- Computer Literacy essential
- Knowledge of billing processes and procedures advantageous

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.paardevelei@busamed.co.za and highlight Ward Administrator Application as the Subject of the e-mail.

Should you not hear from us by the 30th April 2020, please accept that your application was unsuccessful.