

ROLE PROFILE

Role Title	PHARMACY CLERK
Department	PHARMACY
Reporting Structure	PHARMACY MANAGER
Closing Date	29 JANUARY 2021

ROLE SUMMARY

Busamed Gateway Private Hospital is looking for a pharmacy clerk to work as part of the team ensuring accurate capturing and processing of documentation relating to the management of ethical, patent and surgical products in the pharmacy, in accordance with policies and procedures as determined by management and audit requirements.

RESPONSIBILITIES AND DUTIES

- Daily processing of invoices and credit notes onto SAP
- Batching of invoicing for payment on a daily basis.
- Client liaison, ensuring professional and friendly conduct at all times when dealing with customers, both internal and external, creating a work environment that encourages positive staff morale.
- Follow up on outstanding invoices and liaise with buyer with all pricing queries.
- Internal ward transfers and checking and processing ward credits
- Accurate, complete and timeous capturing of data ensuring accuracy of information and documentation.
- Management and compliance with certain financial targets and guidelines as set out by the business.
- Compliance with pharmacy SOP's.
- Follow up on all queries raised by finance department.
- Assist in receiving stock, barcoding and verification of barcoding.
- Processing and participating in cycle count and stock take.
- Medical aid remittance on CKS weekly
- Any ad-hoc duties which are assigned.

SKILLS PROFILE

EDUCATION AND WORK EXPERIENCE

- Grade 12 or equivalent NQF level 4 qualification
- Working knowledge of Microsoft Office.
- Customer service orientated with high working standards

KNOWLEDGE

- Data capturing experience in a private hospital setting would be an advantage
- Knowledge of ethical, patent and surgical products would be an advantage.
- Knowledge on SAP operating system and CKS would be an advantage.
- Organisational and administration skills
- Computer literate – must be accurate and pay attention to details
- SAP knowledge
- Excellent interpersonal and communication skills
- Proactive, organised and able to multitask and work well under pressure
- Participative and able to work as part of the team.
- Professional in appearance
- Flexible.

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.Gateway@Busamed.co.za

Should you not receive feedback two weeks after the closing date, kindly consider your application unsuccessful.