



ROLE PROFILE - LOWVELD

Role Title	WARD SECRETARY
Department	THEATRE
Reporting Structure	UNIT MANAGER
Closing Date	12 JANUARY 2021

ROLE SUMMARY

Busamed Lowveld Private Hospital is looking for a dynamic and professional Ward secretary to provide timeous, efficient department co-ordination services. The position encompasses patient and customer liaison, administrative, secretarial and timekeeping services.

RESPONSIBILITIES AND DUTIES

- Setting up meetings and manage Unit Manager's diary
- Maintain schedules and calendars. Plan and organize meetings and co-ordinate external visitors.
- Ability to communicate and interact with all levels of personnel with tact and diplomacy
- Flexibility in judgment to assess and deal judiciously with multiple, competing work demands.
- Editing, typing and prioritising correspondence and meeting minutes
- Order and manage stationary and general stores orders for the department
- Assume responsibility and accountability for the successful completion of all assigned tasks through management of time and resources to ensure that work is completed efficiently and accurately
- Filing of documents and keeping unit level staff files up to date
- Assist with hospital bed bookings and theatre slate bookings as required by departmental needs
- Assist with duties as and when required by the line manager thus ensuring you promote a harmonious team effort within the department.
- Maintain effective relationships with all internal and external customers, and ensure all actions promote customer service excellence.
Ensure processes are in line with the working procedures and policies of Busamed Lowveld Private Hospital

SKILLS PROFILE

EDUCATION

- Minimum Grade 12 (Matric)

WORK EXPERIENCE

- At least 2 years work experience in a hospital environment.
- Theatre slate bookings experience would be an advantage.

- Customer-oriented with good communication and interpersonal skills with the ability to interact with all customers and co-workers in a warm, friendly, empathetic and caring manner.

KNOWLEDGE

- Computer literate – must be accurate and pay attention to details
- Minute taking skills
- SAP knowledge
- Kronos knowledge will be advantageous
- Excellent writing 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.lowveld@busamed.co.za

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