

ROLE PROFILE	
Role Title	THEATRE STOCK CONTROLLER
Department	PHARMACY
Reporting Structure	PHARMACY MANAGER
Closing Date	01 NOVEMBER 2021
ROLE SUMMARY	
<p>Theatre Stock controller clerk is responsible for the daily stock control in the theatre. This includes control over consignment including billing thereof, aged, short dated, excess and obsolete stock, defective products and new product information of stock in the theatre complex.</p> <ul style="list-style-type: none"> • Submitting of daily purchase orders to suppliers for consignment stock invoices. • Billing, ordering and control over consignment stock including cycle counts with supplier representatives • Management of the DNFB • Daily billing of all charge sheets. • Assist in the effective management of labour hours through adhering to all Busamed Gateway Private Hospital policies with respect to personal time and attendance • Assist with cycle counts, and stock takes as planned by Hospital Stock Controller and Pharmacy. • Ordering of stock specific to the theatre complex • Ensuring availability of all stock required by surgeons for performing all procedures in the theatre complex • Controlling of stock in the theatre complex with special attention to expiry dates, formulary compliance and usage • Management of over and under recoveries in the theatre • Assisting in updating theatre stock lists and doctor's preference cards • Liaise with company representatives, doctors and nursing staff in theatre • Related house-keeping tasks • All duties assigned by management from time to time 	
SKILLS PROFILE	
EDUCATION	
<ul style="list-style-type: none"> • Grade 12 or equivalent NQF level 4 qualification • Working knowledge of Microsoft Office 	
WORK EXPERIENCE	
<ul style="list-style-type: none"> • At least 2 years' relevant experience within the hospital environment • SAP experience • Theatre Stock system experience • Consignment stock experience • Customer-oriented with exceptional interpersonal skills 	

- Organised, able to multitask and work well under pressure
- Participative and able to work as part of the team.
- Working experience in private healthcare or healthcare funding industry will be advantageous.

KNOWLEDGE

- Computer Literacy essential.
- Fluent communication in English essential.

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