

Form: HRF07/01	HR Department	Compiled by: D du Plessis
Effective date: 1 June 2018	Revision: 0	Approved by: P Mackie
Title: Standard Advertisement Template		

Club **Surgical Centre**

OPPORTUNITY FOR AN ADMISSIONS CLERK

This position reports to: The Patient Services Team Leader

PURPOSE:

The successful candidate will be managing the reception and provide a prompt and courteous service to all patients and visitors to the centre, provide administrative support to the centre as part of the administrative team to ensure a first class and seamless service.

Key Performance Areas:

- Patient admission
- Collecting and capturing accurate patient information
- Opening patient files
- Switchboard
- Cash management

Requirements:

Qualification: Grade 12.

Minimum experience: Minimum 3 years' experience in an admissions position.

Competencies: Professional appearance and conduct, effective verbal and written communication skills, interpersonal relations, planning and organising skills, work under pressure, ethical, strong personality, customer relations.

Additional requirements: An ITC check will be conducted on all shortlisted candidates.

Interested, suitable qualified applications, including a comprehensive CV, a cover letter and copies of qualifications can be forwarded to Denise du Plessis (HR and Payroll administrator) at denise.duplessis@clubsurgical.co.za

(Internal candidates are reminded to discuss their applications with their line managers prior to submitting their CVs)

Closing date: 18 May 2018

Only short-listed candidates will be contacted. If you have not heard from us within 15 days of the closing date, please accept that your application has been unsuccessful. The Club Surgical Centre is an equal opportunity Employer.



Form: HRF07/01	HR Department	Compiled by: D du Plessis
Effective date: 1 June 2018	Revision: 0	Approved by: P Mackie
Title: Standard Advertisement Template		