

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 A MEDICAL STOCK CONTROLLER

This position reports to: The Patient Services Team Leader

PURPOSE:

The successful candidate will be responsible for the effective flow of medical supplies between the medical store room and other stock locations in the clinic.

Key Performance Areas:

- Inventory and medication safety
- Product management
- Ordering medical equipment
- Stock control
- Compiling medical packs for upcoming procedures
- Accurate and timeous charging
- Customer satisfaction

Requirements:

Qualification: Grade 12.

Minimum experience: Work experience in a hospital or pharmaceutical environment, computer literacy and experience in stock control.

Competencies: Effective verbal and written communication skills, Interpersonal relations, co-ordination and organising skills, self-starter, work under pressure, customer care, teamwork, ethical values.

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.



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