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PRETORIA OOGINSTITUUT  
PRETORIA EYE INSTITUTE  
*Africa's 1<sup>st</sup> Private Eye Hospital*

## CAREER OPPORTUNITY: FILING CLERK

This position reports to: Patient Services Supervisor

### PURPOSE:

To assist with all patient files, archives, records and filing tasks as required.

### Key Performance Areas:

- Patient filing
- Stock management
- File maintenance, record keeping and management
- Archive management
- Office administration

### Requirements:

- Grade 12/ National senior certificate
- Computer literacy
- Experience in hospital environment will be a decided advantage.

**This is a great opportunity to develop and grow in the ophthalmic environment and acquire broad skills in a clinic environment.**

### Be competent in:

- Team & service orientation
- Meticulous
- Planning and organizing
- Good communication
- Drive
- Ethical behaviour
- Customer responsiveness
- Ability to lift and carry heavy boxes, stooping and bending

**Interested, suitable qualified applications, including a comprehensive CV and copies of qualifications can be forwarded to Sharon Majola at [SharonM@eyeinstitute.co.za](mailto:SharonM@eyeinstitute.co.za) (Internal candidates are reminded to discuss their applications with their line managers prior to submitting their CVs)  
Closing date: 10 December 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 Pretoria Eye Institute is*

*an equal opportunity Employer.* 