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PRETORIA OOGINSTITUUT
PRETORIA EYE INSTITUTE
Africa's 1st Private Eye Hospital

CAREER OPPORTUNITY: OPHTHALMIC RECEPTIONIST

This position reports to: HR Practitioner

PURPOSE:

To provide an effective administrative support function and ensure the efficient daily running of sessional room activities.

Key Performance Areas:

- Ophthalmic Assistance
- Reception
- Practice Management
- Facility Management
- Customer Care

Requirements:

Computer literacy

At least one year's experience in a doctors' practice or hospital admissions setting.

Experience in an ophthalmic clinical setting will be an 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 work
- Good communication
- Empathy and compassion.
- Good hand-eye coordination.
- Work under pressure.
- Service Orientation
- Good planning and prioritizing.

Interested, suitable qualified applications, including a comprehensive CV and copies of qualifications can be forwarded to Shelldonette Carolus at shelldonette@eyeinstitute.co.za (Internal candidates are reminded to discuss their applications with their line managers prior to submitting their CVs)

Closing date: 05 October 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. 