

Form: HRRF5 10/14	HR Department	Compiled by: L Schutte
Effective Date: 1 October 2014	Revision: 0	Approved by: L Labuschagne
Title: Standard Advertisement Template		



**CAREER OPPORTUNITY:
OPHTHALMIC RECEPTIONIST – PRETORIA EYE INSTITUTE
FAERIE GLEN**

This position reports to: Manager Nursing Services

PURPOSE:

Perform duties that include tests involving the eyes and vision, treatment administration, assisting ophthalmologist and clerical duties. Be responsible for maintaining the effective running and operation of all front desk activities.

The position entails flexible working hours. The incumbent of the position will be required to stagger and rotate working hours to cover operational hours of the practice from 06h00 up to 20h00.

Key Performance Areas:

- Provide professional patient centred administrative support
- Specialized imaging
- Explaining practise procedures to the patient
- Maintain patient and doctor information confidential
- Equipment and stock management.
- Administration
- Maintain a clean working environment including the equipment
- Liaise with colleagues and technical staff to ensure effective practise management

Requirements:

- Ophthalmic Assistant/Photographer qualification will be essential
- Computer literacy
- Knowledge of medical terminology will be an advantage.
- Minimum of one year experience in an ophthalmic clinical setting will be an advantage.

Be competent in:

- Team work
- Good communication
- Empathy and compassion.
- Good hand-eye coordination.
- Work under pressure.
- Service Orientation
- Good planning and prioritizing.
- Time management (own and other).

Interested, suitable qualified applications, including a comprehensive CV and copies of qualifications can be forwarded to the HR Officer at : SharonM@Eeyeinstitute.co.za (Internal candidates are reminded to discuss their applications with their line managers prior to submitting their CVs) Closing date: 12 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.

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