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## CAREER OPPORTUNITY: STOCK CONTROLLER THEATRE

This position reports to: Unit Manager – Theatre

### **PURPOSE:**

Provide support to the theatre team by ensuring an appropriate amount of stock without excess and to ensure the effective flow of stock between the pharmacy and theatre complex as well as within the different theatres within the complex. This position will also be helping with administrative tasks, identifying discrepancies and coming up with a solution to problems.

The theatre complex consists of 5 theatres and 2 procedure rooms

**Appointment date: October/November 2018**

### **Key Performance Areas:**

- Stock Management stock – maintain inventories, Drive formulary compliance targets, stock take
- Effective storage of stock – prevent loss, manage expiry dates, effective communication
- Maintain safe and secure working environment - Store goods under correct and safe conditions
- Administrative tasks – assist maintaining doctors preference lists

### **Requirements:**

Basic bookkeeping, word processing, and computer course.

Work experience as a stock controller in a hospital – private sector will be an advantage

Professional and pleasant disposition

Interested, suitable qualified applications, including a comprehensive CV and copies of qualifications can be forwarded to the HR Officer: **SharonM@eyeinstitute.co.za**

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

**Closing date: 09 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.*