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Title: Standard Advertisement Template		

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

CAREER OPPORTUNITY: WARD SECRETARY

This position reports to the Unit Manager: Ward

PURPOSE:
Provide clerical and administrative support to the unit manager and her team while simultaneously providing a receptionist function of patients, doctors and visitors.

Key Performance Areas:

- Professional customer services
- Patient Services
- Secretarial support and theatre administration

Requirements:

- Grade 12
- Evidence of secretarial competency – Certificate or diploma will be an advantage.
- Computer proficiency is essential using a variety of software packages, such as Microsoft Word, Outlook, Power point, Excel
- Work experience in a hospital – Private sector will be an advantage

Interested, suitable qualified applications, including a comprehensive CV and copies of qualifications can be forwarded to the HR Officer at SharonM@eyeinstitute.co.za (Internal candidates are reminded to discuss their applications with their line managers prior to submitting their CVs)
Closing date: 15 November 2019

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.