

ROLE PROFILE	
Role Title	WARD ADMINISTRATOR - THEATRE
Department	THEATRE
Reporting Structure	PHARMACY MANAGER
Closing Date	13 APRIL 2018
ROLE SUMMARY	
<p>The Ward Administrator will be responsible for the co-ordination of all administrative duties in the ward stock management, completing and circulating the theatre list to the relevant departments, assisting the Unit Manager with staff scheduling, capturing and accurately updating all billing on the SAP system. The incumbent will also be responsible for receiving all new patients, visitors, and doctors in the ward and to make them feel welcome.</p>	
SKILLS PROFILE	
EDUCATION	
<ul style="list-style-type: none"> • Grade 12 or equivalent NQF Level 4 Qualification. 	
WORK EXPERIENCE	
<ul style="list-style-type: none"> • 2-3 years working experience as a theatre Ward Administrator essential • Administrative/Secretarial qualification and experience advantageous • Stock Management working experience advantageous • Private Healthcare or Hospitality industry working experience advantageous • SAP working experience advantageous 	
KNOWLEDGE	
<ul style="list-style-type: none"> • Fluent communication in English essential • Computer Literacy essential • Knowledge of billing processes and procedures advantageous 	

APPLICATION PROCESS
<p align="center">BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER</p> <p>The Company's Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Busamed actively supports the recruitment of people with disabilities.</p> <p align="center">Interested candidates who meet the above criteria are requested to e-mail a detailed CV to applications.paardevlei@busamed.co.za and highlight Ward Administrator Application as the Subject of the e-mail.</p>