



# ISIPINGO HOSPITAL

## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	ISIPINGO HOSPITAL -PHARMACY
<b>JOB TITLE:</b>	DATA CAPTURER
<b>PURPOSE OF POSITION</b>	
The incumbent will be responsible for accurately capturing relevant patient information.	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"> <li>• Capture all dispensary and surgical stores and Theatre invoices.</li> <li>• Capture all transfers in and out.</li> <li>• Capture all ward drug transfers.</li> <li>• Prepare invoices for GRN'S.</li> <li>• Request new codes from iQest.</li> <li>• Activate / updating of Nappi codes.</li> <li>• Stock take preparation and execution.</li> <li>• Managing the stock master.</li> <li>• Initiating supplier upliftment and capturing of all credit notes.</li> </ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	
<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"> <li>• Matric</li> <li>• Computer literacy</li> <li>• Must have minimum 1-2 years retail and hospital experience.</li> <li>• Private hospital experience will be advantageous.</li> <li>• Able to work under pressure.</li> <li>• Must be prepared to do shiftwork.</li> <li>• The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.</li> <li>• Pharmacist Assistant Basic or Post-Basic qualification would be advantageous.</li> </ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"> <li>• Delta 9</li> <li>• Surgicom</li> <li>• Unisolv</li> <li>• Microsoft Office</li> <li>• Understand reconciling and capturing of invoices.</li> <li>• Time management</li> </ul>
<b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)	<ul style="list-style-type: none"> <li>• Professionalism and initiative</li> <li>• Well-spoken and respectful</li> <li>• Must be able to adhere to all company rules and policies.</li> </ul>
<b>JMH VALUES</b> (Commitment)	<ul style="list-style-type: none"> <li>• We respect the dignity of an individual.</li> <li>• We are committed to giving our doctors top quality service.</li> <li>• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.</li> <li>• We are committed to providing our shareholders with a fair rate of return on their investment.</li> <li>• We will act in a responsible manner towards our physical and social environment.</li> </ul>
CV's together with supporting documents should be submitted to: <a href="mailto:isirecruit@jmh.co.za">isirecruit@jmh.co.za</a>	

**NB: POPIA CLAUSE**

Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).

By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.

If unsuccessful, your personal information is securely destroyed and is not retained by the company.

**Closing date for applications is 17 March 2025**

**Yours faithfully  
Jenny Bux Group HR Manager**