

# JOINT MEDICAL HOLDINGS (PTY) LIMITED

Registration No. 2011/010448/07

14<sup>th</sup> March 2019

## Internal / External Vacancy

### PHARMACY STUDENT ISIPINGO PHARMACY

#### • Introduction

The above position has become vacant at Isipingo Pharmacy, reporting to the Pharmacy Manager

#### • Critical Outputs

- ❖ Receiving and completing entire process in respect to pharmacy credits. Processing credits and returning items back into stock.
- ❖ Unpacking of orders received, where appropriate. Packing stock on shelves.
- ❖ Assisting in the dispensary as required and instructed by Pharmacist or Pharmacist's assistants.
- ❖ Recording of fridge and pharmacy temperature on a daily basis.
- ❖ Completing process for disposal of expired medication and surgical items according to Pharmaceutical Waste Disposal Protocol.
- ❖ Assistance with paperwork, filing and data capturing as instructed by admin assistant/pharmacist.
- ❖ Reconciling of invoices against orders placed.
- ❖ Responsible for any other relevant duties that may arise from time to time.

#### • Requirements

- ❖ Must have a Grade 12 qualification.
- ❖ Experience in a hospital pharmacy environment is preferable.
- ❖ Incumbent must be able to work under pressure within a team environment, be people orientated and accept job ownership.
- ❖ Must be prepared to work weekends and public holidays.
- ❖ Must be computer literate.

Please forward curriculum vitae's (CV's) with a covering letter to the Human Resources Department for consideration: email to: [jsirecruit@jmh.co.za](mailto:jsirecruit@jmh.co.za)

**NB: Only short listed candidates will be contacted.**

**Closing date for applications is Friday, 22<sup>nd</sup> March 2019.**

Yours faithfully

Jenny Bux  
Group HR Manager