

**VACANCY: JOINT MEDICAL HOLDINGS**

DIVISION:	MEDICENTRE PHARMACY
JOB TITLE:	PHARMACY ASSISTANT

PURPOSE OF POSITION

- The incumbent will be responsible for the provision of medication and supplementary services to patients and members of the healthcare team under the supervision of a registered Pharmacist

KEY PERFORMANCE AREAS

- Compile and charge hospital in-patient prescriptions.
- Process and compile retail medical-aid prescriptions.
- Facilitating the collection of any levies that are applicable.
- Maintaining minimum and maximum stock levels on designated shelves.
- Preparation of extemporaneous mixtures, creams, ointments and liquids when needed.
- Responsible for any other relevant duties that may arise from time to time.

COMPETENCIES (The following will be advantageous)

MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none">• Must have a Grade 12 qualification.• Must have a Learner Basic Pharmacy Assistant qualification, a Post Basic Pharmacy Assistant qualification would be advantageous.• Several years of experience in a hospital pharmacy environment is an advantage.• Knowledge of medical aid plans and benefits would be advantageous.• 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 and do monthly stock takes.• Experience with Computassist will be advantageous.
SKILLS (Practical & Technical)	<ul style="list-style-type: none">• Good Communication and Verbal Skills
BEHAVIOURAL ATTRIBUTES (Personality Characteristics)	<ul style="list-style-type: none">• Professionalism and initiative• Well-spoken and respectful• Must be able to adhere to all company rules and policies.
JMH VALUES (Commitment)	<ul style="list-style-type: none">• We respect the dignity of an individual.• We are committed to giving our doctors top quality service.• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.• We are committed to providing our shareholders with a fair rate of return on their investment.• We will act in a responsible manner towards our physical and social environment.

CV's together with supporting documents should be submitted to: recruitment@jmh.co.za

NB: Only short-listed candidates will be contacted.

Closing date for applications is 16 September 2020

**Yours faithfully
Jenny Bux Group HR Manager**