



# Midlands Medical Centre (Pty) Ltd

## PRIVATE HOSPITAL

Reg No 1987/002525/07

P O Box 8174 Cumberwood 3235 162-166 Masukwana Street Pietermaritzburg 3201  
Tel: 033 341 5000 Fax: 033 3451947 / 033 3450818 email: [info@midmedic.co.za](mailto:info@midmedic.co.za)  
Website: [www.midlandsmedicalcentre.co.za](http://www.midlandsmedicalcentre.co.za)

### VACANCIES

Vacancies exist at **Midlands Medical Centre Hospital** for the following position:

#### Unit Administrator

##### Requirements:

- Senior Certificate
- Tertiary Qualification will be an advantage
- Prior work experience in a similar role
- Proficient in Microsoft Office
- Competence in billing, charging and credit of stock
- Knowledge of stock control principles

##### Key Outputs:

- Responsible for Unit related administration
- Maintains sufficient stock levels and billing of stock
- Quality client care principles maintained
- Good accuracy and attention to detail
- The ability to plan and organise to ensure that work is completed in an efficient manner
- Maintain a patient-focussed mindset that acknowledges the value of the patients
- Exhibits full responsibility for own work outputs

If you are interested in the position and wish to apply, kindly email your CV to [hr@midmedic.co.za](mailto:hr@midmedic.co.za) before the 15<sup>th</sup> October 2018

Mrs R Govender  
Nursing Services Manager

Ms K Budhai  
HR Manager

