



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
Website: www.midlandsmedicalcentre.co.za

VACANCIES

Vacancies exist at Midlands Medical Centre Hospital for the following positions:

STOCK CONTROLLER:

The successful candidates will be responsible for:

- Managing of surgical sundries
- Managing the procurement, control and distribution of surgical stock to include specialized and consignment stock
- Ensuring accurate receiving and receipting of surgical stock
- Implementing and maintaining MMC formulary and conversions
- Active involvement in stock take processes
- Dead stock and short dated management
- Handling queries from relevant stakeholders
- Ongoing quality improvement
- General
- Administrative functions
- Maintenance of the Pharmacy including cleanliness and neatness of the Pharmacy
- Establish and maintain a good relationship with Doctors and staff

REQUIREMENTS:

- Grade 12
- Computer literacy, Delta 9 knowledge
- Ability to communicate effectively
- Responsible and mature, team player, reliable and trustworthy. Customer excellence
- Must be customer orientated with a commitment towards continuous improvement
- Candidate will need to be self-motivated and self-disciplined
- Attention to detail and the ability to work accurately under pressure
- 5 years experience with stock management
- Private Healthcare experience is essential

INTERNAL APPLICANTS:

- Before making an application, you are requested to discuss your application with your line manager.

Only shortlisted candidates will be contacted, should you not receive any communication after 2 weeks of closing, date, kindly consider your application as unsuccessful. External candidates will also be considered.

If you are interested in the position and wish to apply, kindly email your CV to hr@midmedic.co.za before the **11th November 2018**.


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Ms K Budhai
HR Manager


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Dr D Ross
Hospital Manager