

Internal Advert: Administration Clerk (6 months' fixed-term contract)

Main purpose of the job

To assist with administrative duties and ensuring the smooth running of the Clinic

Location

Helen Joseph Hospital, Johannesburg

Key performance areas

Accurate filing of documents

Photocopying of documents

Data capturing

Responsible for delivery of correspondence between departments

Procurement

General finance administration

Welcome participants and visitors

Direct participants/visitors to designated areas or personnel

Ensure a clean Reception area

Required minimum education and training

Grade 12

Required minimum work experience

1 year experience working in a similar administrative role

Desirable additional education, work experience and personal abilities

Ability to communicate

Computer skills (MS Office package, especially Excel)

Friendly attitude

Sense of urgency

Time conscious

Ability to work with low supervision

Numerically inclined

Able to maintain confidentiality

Should you be interested in applying for this vacancy, clearly state which vacancy you are applying for and forward your Detailed CV to: Tumi Matubabuba at vacancies5@witshealth.co.za or Fax 086 572 1873

The closing date for all applications is 18 September 2020

The Wits Health Consortium will only respond to shortlisted candidates. Candidates who have not been contacted within two weeks of the closing date can consider their applications unsuccessful. In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. Furthermore, the WHC will never request any form of compensation from candidates prior to, or during the recruitment process. Please notify the company if you have been requested to provide any such compensation to secure an interview, so that we can investigate the matter further.