



NETCARE

Vacancy

Closing date: 23.02.2024

Role profile

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| Role title | Administration Clerk |
| Division | Akeso Clinics |
| Location | Akeso Parktown Clinic |
| Reporting structure | Admin and Finance Manager |

Role summary

The Administration Clerk is responsible for the completion of specific administrative duties which will include filing and data capturing within the Admin department.

Key work output and accountabilities

Administration

- Review of claims received from external service providers for fraudulent activities as per set guidelines.
- General administrative and clerical support on request.
- Sign for deliveries when necessary and notifies recipients.
- Answering of the telephone.
- Ensure queries are dealt with in the appropriate manner and directed to the correct person.
- Assist with tracing of records.
- Ensure work is completed timeously.

Filing

- Filing and posting of documents.
- Keep record of all files in the department.
- Design and update list of files being sent to Archives.
- Ensure that all files that are requested for and removed are signed for.

Skills profile

Education

Required

- Grade 12 or equivalent NQF Level 4 qualification

Preferred

- Previous experience in an administrative role will be advantageous
- Computer literate in MS Office

Work experience

- 1-2 years' experience in an administrative role

Knowledge

- Strong knowledge of customer service principles and practices

Non Managerial/ Specialist Skills

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| Customer Focus and Service Delivery | The capacity to identify and respond to the needs of *internal and external customers. *Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship |
| Continuous Improvement | The capacity to improve systems and processes to facilitate continuous improvement. |
| Personal Work Ethic | Capacity to instil an ethic of quality and consistency in self and others. |
| Building Relationships | Capacity to establish constructive and effective relationships. |
| Communication | The capacity to clearly present information, either written or verbal. |
| Teamwork | Capacity to cooperate with others to work towards a common goal. |
| Technical Knowledge | The capacity to perform a technical function to required standards. |

Values and behaviours

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| Netcare values | <p>At Netcare, our core value is care. We care about the dignity of our patients and all members of the Netcare family. We care about the participation of our people and our partners in everything we do. We care about truth in all our actions. We are passionate about quality care and professional excellence.</p> <ul style="list-style-type: none"> • Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization. • Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential. • Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding. • Compassion - We engage everyone with compassion and respond with acts of compassion in all interactions with our patients and their families. • Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate. |
| The Netcare way | <p>Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours, which you will be accountable to uphold:</p> <ul style="list-style-type: none"> • I always greet everyone to show my respect. • I always wear my name badge to show my identity. • I am always well-groomed to show my dignity. • I always practise proper hand hygiene to show my care. • I always engage to show my compassion. |

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| | <ul style="list-style-type: none">• I always say thank you to show my appreciation.• I always embrace diversity to show I am not a racist. |
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Application process

Netcare is an equal opportunity employer

The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Netcare actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to pkt.recruitment@akeso.co.za

Please note:

- Please note that reference checks for internal applicants will be conducted with the applicant's current and past Netcare direct line managers and the relevant Netcare HR Managers. Therefore, employees are encouraged to discuss internal job applications with their direct line manager to ensure that the line manager is aware of the application.
- The terms and conditions of employment relating to the function you have applied for will be based on those in the Division within which you will be employed.
- If a candidate has any disability that may impair the individual's ability to perform the job function, the candidate must kindly inform the employer so that an assessment for reasonable accommodation can be made.
- By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent.
- If your application is not successful, we will retain your CV and other information provided on our electronic system for 12 months. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection, and we will immediately securely destroy your personal information.
- Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.

