

DEPOT CLERK/DEPOT ADMINISTRATOR LOUIS TRICHARDT DEPOT, LIMPOPO



DO YOU MAKE CLIENT CARE A PRIORITY? WE DO. IF YOU DO, JOIN OUR TEAM

PathCare is a partnership of pathologists in private practice across South Africa that has been assisting doctors and healthcare professionals determine and confirm diagnoses since 1922. We are registered with the HPCSA (Health Professions Council of South Africa) and all our laboratories are SANAS accredited.

An opportunity exists for a Depot Administrator or a Depot Clerk to join the PathCare Vermaak family at our Louis Trichardt Depot branch in Limpopo. We seek an individual with high levels of ethics and integrity who displays a proven track record of aligning with the PathCare Vermaak values.

Key Competency Requirements

- Grade 12 (Matric)
- Computer literacy with knowledge of Skylims is highly advantageous
- Minimum typing speed of 30wpm
- Relevant client service/frontline experience
- Experience in a Pathology/Medical environment is highly advantageous
- Client-focused with excellent attention to detail
- Display initiative
- Ability to problem-solve
- Effective communication and interpersonal skills while demonstrating the ability to listen
- Ability to work under pressure, independently as well as in a team
- Adaptability
- A positive attitude & flexible work-style
- Must have an acceptable track record/performance record with regard to the technical and behavioural competencies required to perform in this position

Key Responsibilities

- Performing frontline reception duties
- Checking and capturing of patient data
- Handling of payment of accounts
- Account queries
- Banking

CLOSING DATE: Monday, 16 December 2024

Join the PathCare team and enjoy partnering with thought-leaders and experts in the pathology and diagnostics field while impacting on the lives of patients. **Your contribution to the company will be rewarded with a market-related remuneration package which includes a retirement fund contribution and risk benefits (Group Life & Disability Cover), a health care allowance, discounted pathology tests and payment of HPCSA annual registration.** Through our partnership with The PathCare Academy, we emphasise our commitment to lifelong learning and development of our talent.

Applicants who meet the criteria and are interested in joining our dynamic team are required to complete the attached application form and submit this together with a CV to jessica.lindeque@pathcare.net

Please indicate the position you are applying for – POST NUMBER 2978 and include a comprehensive CV and cover letter detailing the level and extent of your knowledge, skills and competencies required for this position.



APPLICATION FOR EMPLOYMENT

Surname					
First Names					
Title (e.g. Mr, Dr)					
Nickname					
Residential Address					
PO Box/Private Bag/Work addresses are not allowed				Postal Code	
Phone No. - Home	()				
- Work	()				
- Cell					
Private Email Address					
Postal Address (if different to residential)					
				Postal Code	
Identity Number					
Passport Number					
Tax Number					
Are you registered with SARS as a taxpayer	Yes		Do you have employment in addition to Pathcare	Yes	
	No			No	
Marital Status (for SARS)	Single		Married	Community Property	In Out
Next Of Kin Full Names					
Relation to you (eg. wife)					
Address					
				Postal Code	
Two Contact Numbers					

Position Applied For	
Location Of Position	

SCHOOLING RECORD	
Highest Grade Passed	
Year Obtained	
Name Of School / Institution	

TERTIARY QUALIFICATIONS		
Degree/Diploma	Institution	Year

CURRENT / LATEST EMPLOYMENT RECORD	
Company Name	
Position Held	
Period Employed	to
Final Salary	
Reason For Leaving	
May we contact them?	Yes No
Manager Name	
Phone Number	()

Employment Equity Required for statistical purposes	Gender	Male		Female	
	Race	African		Coloured	
		White		Indian	
Mark relevant with X	Disability	No		Yes	
Nature Of Disability:					

Professional Registration For Current Year (please mark with X)	HPCSA		Nursing	
	Other		None	
Registration Number				
Are you paid up for year?	No		Yes	
	Please attach receipt			

Have you had prior PathCare Employment?	No		Yes	
	If yes, state Job Title			
	If yes, state Location			

PREVIOUS EMPLOYMENT RECORD	
1. Company Name	
Position Held	
Period Employed	to
Reason Left	
Manager's Name	
Phone Number	()
2. Company Name	
Position Held	
Period Employed	to
Reason Left	
Manager's Name	
Phone Number	()

Do you have any actual or potential conflicts of interest you would like to declare regarding information, products/services or relationships (family and/or friends) either within PathCare or with external service or product providers? If yes, please provide additional details:



"Pathology that Adds Value"

I certify that all information given by me is, to the best of my knowledge is true and correct. I understand that any false statements could result in the termination of my contract. I hereby authorise PathCare to carry out a credit and criminal record check if it is a requirement for the position as well contact the previous employers and references. I have indicated on this form or other related documents such as my CV, etc. I hereby authorise and give consent to the Company and/or its duly authorised verification agent to process the personal information provided herein in terms of the Protection of Personal Information Act ("POPIA") for the purposes of performing the necessary background and credit checks as well as confirming employment history. I authorise the Company to further process the personal information provided herein should it proceed to employ me. I understand and agree that the Company will automatically destroy information provided herein should your application not be successful within a period of 3 (three) months.

Date

Signature Of Applicant

