Role Title  |  Theatre Stock Controller Ref: 0606
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Salary Package  |  Level 7 R 226 611-R 266 943 plus benefits (Non-OSD salary levels - DPSA)
Reporting Structure  |  Head of Pharmacy
Closing Date  |  30 June 2017

**SUMMARY OF MAIN FUNCTIONS AND PURPOSE OF THE ROLE**

The Theatre Stock Controller ensures that ordering, receiving and packing of stock is done according to policy. The incumbent will be responsible for controlling and monitoring stock movement within theatre stores and the operating theatres. Theatre stock controller must ensure that stock is ordered and received from Pharmacy timeously and that quality pharmaceutical services is provided to the hospital.

**LIST OF DUTIES AND RESPONSIBILITES**

- Efficient and Accurate billing of theatre sheets.
- Responsible for overall stock control in Theatre
- Compile internal orders according to policies and procedure and ensuring that they are timeously received by Pharmacy
- Responsible for receiving bar coded stock from Pharmacy and packing of surgical items.
- Support management of all financial, operational and administrative aspects in the pharmacy
- continuous professional development in order to keep abreast of new developments in the health care industry
- Prepare inventory count
- Ensure that billing is accurate
- Responsible for management of Prepacks
- Responsible for consignment and prosthesis management
- Provide quality pharmaceutical service to the hospital
- Build and maintain sound relationship with theatre nursing staff, billing department, doctors, suppliers and pharmacy staff

**QUALIFICATIONS AND EXPERIENCE**
• Matric certificate
• A minimum of 5 years' relevant experience in Theatre as a Theatre stock controller
• Certificate/Diploma in management is desirable

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED**

• Good verbal and written communication skills
• Problem-solving abilities
• Effective interpersonal and time management skills
• Ensure high quality by focusing on accuracy and attention to detail
• Computer literacy absolutely essential, i.e. MS Office

**APPLICATION PROCESS**

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to Lorraine at vacancies@nmch.co.za.

NB- Please state the reference number relevant to the position applied for. Applications without reference number will NOT be considered.

*Please note that should you not hear from us within 4 weeks of your application, it would mean that your application has been unsuccessful.*