



PRETORIA OOGINSTITUUT  
PRETORIA EYE INSTITUTE  
*Africa's 1<sup>st</sup> Private Eye Hospital*

## OPPORTUNITY FOR AN ADMISSION CLERK

This position reports to the: Patient Services Supervisor

### **PURPOSE:**

The successful candidate will  
Be responsible for the accurate admission of patients.

### **Key Performance Areas:**

Admission of Patients

Handling Switchboard

Receiving of Payments

### **Requirements:**

Computer literate

Must be able to speak English and Afrikaans

Healthcare industry experience will be advantageous

**Interested, suitable qualified applications, including a comprehensive CV and copies of qualifications can be forwarded to Shelldonette Carolus at [shelldonette@eyeinstitute.co.za](mailto:shelldonette@eyeinstitute.co.za) (Internal candidates are reminded to discuss their applications with their line managers prior to submitting their CVs)  
**Closing date: 10 February 2017****

*Only short-listed candidates will be contacted. If you have not heard from us within 15 days of the closing date, please accept that your application has been unsuccessful. The Pretoria Eye Institute is an equal opportunity Employer.*