

Form: HRRF5 10/14	HR Department	Compiled by: L Schutte
Effective Date: 1 October 2014	Revision: 0	Approved by: L Labuschagne
Title: Standard Advertisement Template		



PRETORIA OOGINSTITUUT
PRETORIA EYE INSTITUTE
Africa's 1st Private Eye Hospital

CAREER OPPORTUNITY: SESSIONAL OPHTHALMIC RECEPTIONIST

This position reports to: HR Practitioner

PURPOSE:

To provide an effective support function and ensure the efficient running of sessional room activities in the absence of permanently appointed Ophthalmic Receptionists. This is a sessional position therefore the services of this incumbent is on a as & when required basis.

Key Performance Areas:

- Ophthalmic Assistance
- Reception
- Practice Management
- Facility Management

Requirements:

- Computer literacy
- At least one year's experience in a doctors' practice or hospital admissions setting.
- Experience in an ophthalmic clinical setting will be an advantage.

This is a great opportunity to develop and grow in the ophthalmic environment and acquire broad skills in a clinic environment.

Be competent in:

- Team work
- Good communication
- Empathy and compassion.
- Good hand-eye coordination.
- Work under pressure.
- Service Orientation
- Good planning and prioritizing.

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

Closing date: 09 February 2018

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. 