



# ePH Vacancy Announcement



## NURSING ADMINISTRATIVE ASSISTANT

### **Purpose of the job:**

The Administrative Assistant conducts all administrative duties, correspondence and data capturing as allocated to by the Nursing Services Manager.

### **Qualifications & Requirements:**

- National Senior Certificate/ Grade 12
- Minimum of 5 years' appropriate experience
- Computer Literacy (MS Word, MS Power Point, MS Excel)
- Excellent typing skills
- Good written and verbal communication skills
- Good people skills & telephone etiquette
- High level of reliability
- Consistently act with tact and discretion
- Maintain confidentiality.
- A valid driver's license.

### **Duties & Responsibilities:**

- Handling of all internal memorandums and communications.
- The typing and distribution of documents.
- Maintain the filing system.
- Maintaining the e-mail system.
- Organise meetings & typing of meeting minutes.
- Data processing of all nursing related statistics.
- Diary management.
- Preparation of month end reports.
- Managing and coordinating boardroom utilization/ bookings.
- Assisting other members of the Management Committee with administration related duties as and when required.

How to apply:

If you meet the above minimum requirements kindly submit your CV with a motivating letter to:

**Email: [hrman@ephospital.co.za](mailto:hrman@ephospital.co.za). Closing date: Friday, 28 February 2024 at 16h00.**