



ePH Vacancy Announcement



Stock Controller ICU (Internal & External)

Purpose of the job

Ensure efficient Stock Management in the Hospital Unit
Efficient billing of stock, tariffs, accommodation, equipment and gasses to patient accounts
Managing Internal Debtor Days
Ensure an efficient, customer friendly admission of stay process for the patient

Key Responsibilities

Ensure sufficient stock levels in the unit
Timeous ordering and replenishing of stock in relation to usage
Monitoring high value stock daily
Ensuring cleanliness of stock rooms
Daily packing of stock
Ensuring codes correspond with system and stock received
Billing of stock in accordance with charge sheet
Weekly cycle count of high value stock
Monthly stock takes of stock in the unit
Daily billing of accommodation, monitors, oxygen and any other tariffs to a patient account
Weekly submission of negative report
Files to be handed to case manager within guidelines set out by Hospital Management
Correct filing of all relevant documents

Qualifications & Experience

Previous stock control experience in a private hospital environment essential with 4 years' experience
Computer literacy – Microsoft package (Word, Excel, Outlook, Powerpoint)
Knowledge of Tri-four system will be advantageous

Requirements

Well-developed interpersonal- and organizational skills:

- Ability to work well under pressure
- Good time management skills
- Ability to work independently and in a team environment

How to apply

Interested candidates who meet the above criteria are requested to email their CV together with an application covering letter and recently certified copies of qualifications to hr@ephospital.co.za, or hand in at Human Resources office on 2nd floor.

Closing date for the above position is **24 March 2026** at 12h00.