



ePH Vacancy Announcement



Stock Controller – Cardiothoracic ICU & ward Internal & External

Purpose of the job

Ensure efficient Stock Management in the Hospital
Efficient billing of stock, tariffs, accommodation, equipment and gasses to patient accounts
Ensure an efficient, customer friendly process for the patient

Key Responsibilities

Ensure sufficient stock levels in the units –ICU & Ward
Timeous ordering and replenishing of stock in relation to usage
Monitoring high value stock daily
Consignment and Prosthesis stock management in the unit
Ensuring cleanliness of stock rooms
Daily packing of stock
Ensuring codes correspond with system and stock received
Billing of ward and theatre stock in accordance with charge sheet
Weekly cycle count of high value stock
Monthly stock-takes 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
Communicate timeously with the Unit Manager for any shortages or challenges with stock

Qualifications & Experience

Grade 12 or equivalent
Previous stock control experience in a private hospital environment essential with 3 years and above experience
Intensive Care unit experience required
Cardio Thoracic unit experience would be an advantage
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
- Attention to detail
- Calm demeanour

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 hrman@ephospital.co.za, or hand in at Human Resources office on 2nd floor. Closing Date is the **30th April 2026**.