



## VACANCY-KWADUKUZA PRIVATE HOSPITAL: STANGER

The following key position exists:

### **ADMISSION CLERK**

The candidate must meet the following minimum criteria to be considered for the position.

#### **Role Summary**

The admission clerk is responsible for welcoming and admitting patients to the hospital as well as dealing with general enquiries.

#### **Minimum Qualifications and Experience**

- Matric/Grade 12
- Proclin knowledge will be advantageous.
- Computer literacy, must be accurate and pay attention to detail.
- At least 2 years' experience as an Admission Clerk in a private hospital environment.
- Flexible in working shifts.

#### **Application Submission**

A comprehensive CV together with proof of professional registration and qualifications, quoting the relevant reference number should be posted to **e-mailed to [careers@kdph.co.za](mailto:careers@kdph.co.za)** by not later than **28<sup>th</sup> October 2025**.

Correspondence will be limited to short-listed candidates. Late applications will not be considered.

If you have not been contacted within 2 weeks of the closing date of the advertisement, please accept that your application has been unsuccessful.