



VACANCY: Admin Phlebotomist

We are committed to good laboratory and professional practice, as outlined in ISO15189 and strives to maintain excellent service of the highest integrity at all times.

The laboratory strives to deliver accurate, reliable results with an acceptable turnaround time, combined with the consultative input of pathologists, thus promoting enhanced patient care and client satisfaction. We are continuously exploring innovative means to improve patient care and aim to add value to the service of our clients. We support the creativity, courage and determination to turn information into knowledge and knowledge into insight.

An opportunity has presented itself to appoint a suitably qualified candidate into the position of Admin Phlebotomist.

The position will be based at Groenkloof LCM Branch, Pretoria and will be reporting to the Depot Manager.

QUALIFICATIONS, SKILLS, KEY ESSENTIALS AND DESIRABLES FOR THE POSITION:

• **Certified copy of registration with HPCSA as a qualified Phlebotomy technician.** • Excellent Phlebotomy skills and must be reliable with problem solving skills. • Previous Pathology experience will be an advantage. • Attention to detail on administration related duties. • Must be able to handle and work under pressure. • Task orientated and must be able to multi task. • Motivated and willing to perform extra tasks. • Bilingual. • A good understanding of business and telephone etiquette with professional attitude at all times. • Productive worker and good teamwork leadership skills. • Ensure all test reports are delivered in the hospital and within reasonable TAT. • Good knowledge of quality control processes.

• Can be required of you to work overtime, weekends, public holidays, day and night shift according to the needs of the company.

• Must possess excellent communication skills and must be able to work in a team • Must be accurate, professional and reliable. • Must be willing to undergo a full selection process.

SHIFTS:

Day Shift: 06h00-18h00 (2 days on, 2 days off, 3 days on; 2 days off, 2 days on, 3 days off). Shifts can be adjusted according to the needs of the company.

HOW TO APPLY:

• You may apply for this vacancy by e-mailing the below required documentation to palesa.horing@vpath.org • Please quote the post number in the subject line of your e-mail or quote the post number on your documents if faxed – **POST NUMBER: 1699**

- Curriculum Vitae
- **Certified copy of ID document**
- **Certified copy of Matric certificate**
- **Certified copy of HPCSA Certificate of Initial Registration**
- **Copy of HPCSA 2020/2021 registration**
- Recent pay slip

ADVERTISEMENT DATE: 30 April 2021 - CLOSING DATE: 09 May 2021

• Submission of incomplete or inaccurate documents will render that applicant ineligible for consideration for the vacancy. • **Please note that only shortlisted candidates will be contacted** • Due to the volume of applications should we not contact you within 5 working days after the closing date, please consider your application unsuccessful.