

Cure Day Theatre Bookings Clerk Vacancies Requirements:-

Grade 12 or equivalent qualification

Previous experience in as Theatre Bookings Clerk

Previous experience as Theatre Nurse will be advantageous

Knowledge of surgical products and theatre equipment

Superior communication and interpersonal skills with a customer service focus

High level effective planning and organisational skills

Ability to work independently and with other team members

Medical terminology knowledge

Experience with scheduling and time management

Demonstrate flexibility in accordance with the operational need within the functional unit

Ability to communicate effectively with stakeholders

Consistent ethical behaviour

Ability to resolve conflict in a constructive manner and negotiate acceptable solutions between stakeholders

Computer literacy including Microsoft Office