

Support Services Supervisor

Department	Management
Location	Cintocare, Menlyn Maine, Pretoria
Closing date	24 January 2024

JOB DESCRIPTION

Oversee the Outsourced Services Departments and their associated service level agreements, ensuring smooth daily operations that consistently meet Cintocare's high standards of customer service. This includes managing a range of support services, such as Laundry, Cleaning & Hygiene, Security, Pest Control, and Waste Management (both medical and general), while ensuring exceptional quality and full adherence to company standards.

KEY RESPONSIBILITIES

1. Support Services
2. Quality Assurance
3. Leadership
4. Service Delivery
5. Teamwork & Communication
6. Staff Development
7. Financial and Resource Management

QUALIFICATIONS

The following requirements are a prerequisite to be considered for the position:

- Grade 12 or equivalent NQF 4 qualification.
- B. Cur degree or Diploma in Nursing Science
- Proficient computer skills.

SKILLS AND ATTRIBUTES

- Strong sense of urgency with the ability to deliver quick turnaround times.
- Effective communication skills to ensure clarity and precision.
- Empathy and compassion when interacting with others.
- Adaptable and resilient, thriving in dynamic and fast-paced environments.
- Service-oriented mindset with a dedication to excellence.
- Strong planning and organizational skills to handle multiple priorities efficiently.
- Outstanding time management to meet deadlines consistently.
- Respect for diversity and a commitment to applying core values in the workplace.
- Assertive, confident, and approachable demeanour to foster trust and collaboration.

EXPERIENCE

- 3-5 years experience in a similar position in a private healthcare facility.



Please send a comprehensive **Curriculum Vitae** and completed **Application Form** to careers@cintocare.com
If you have not heard from the Cintocare Human Resource Department within one month of your application, please accept that your application was unsuccessful. Cintocare will contact short-listed candidates only. Cintocare is an equal-opportunity employer. For further information, contact Cintocare at (012) 945-3000.