

Support Services Manager

Department	Management
Location	Cintocare, Menlyn Maine, Pretoria
Closing date	30 May 2024

JOB DESCRIPTION

Supervise the Outsourced Services Departments and their corresponding service level agreements, ensuring seamless day-to-day operations that uphold Cintocare's high standard of customer service. This entails overseeing various support service divisions such as Laundry, Cleaning & Hygiene, Catering, Security, Pest Control and Waste Management (Medical and General), guaranteeing top-notch quality and alignment with 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:

- B. Cur degree or Diploma in Nursing Science.
- Registration with SANC (South African Nursing Council).
- Proficient computer skills.

SKILLS AND ATTRIBUTES

- Effective communication skills.
- Empathy and compassion.
- Adaptable and resilient.
- Service Orientated.
- Planning and organizational skills.
- Excellent time management.
- Value diversity and apply values in the workplace.
- Assertive, confident, and friendly.

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 on (012) 945-3000.