

## **URGENT VACANCY FOR:**

### **DISABILITY ASSESSMENT ADMINISTRATOR - SANDTON**

**R70 000 depending on qualifications and experience.**

- Proficient in English and one South African official language e.g. Zulu, Sotho etc. -**STRICTLY BEE** position.
- Afrikaans an advantage.
- Strong communication and listening skills.
- Strong administrative and report writing skills.
- Analytical thinker with problem solving capabilities.

### **Qualifications and Experience**

- Occupational Health Nursing Practitioner or
- B. Tech / BSc or diploma in Occupational Health / Therapy
- Minimum of 4 years experience in an administrative / Occupational health medical assessment environment.
- Proficient in MS office skills.
- Manufacturing or Mining experience a plus.

### **MAIN PURPOSE:**

- To ensure that disability claim documentation and medical reports are received and accurately processed.  
This includes compiling and typing reports, obtaining medical recommendations and ensuring all submissions are completed within the set deadlines.
- **Candidates must be familiar with Spirometry / lung functions, MBOD and auditory hearing problems. Also know how to interpret and classify these problems.**
- Co-ordinate second medical opinions and arrange functional evaluations.
- Communicate claims committee decisions.
- Provide updates to employers regarding the progress of disability claims.

**For further information, please contact:**

Contact:       Helen De Wet  
                  PPWC Recruitment  
Submit c.v. to:    [ppwc@mweb.co.za](mailto:ppwc@mweb.co.za)  
                          0828434311