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Locum Medical Receptionist

Position Type: Locum / Temporary

West Beach, Cape Town

Monday – Friday | 08:00 – 17:00

A well-established Psychiatrist's practice based in West Beach is looking for a reliable, professional, and experienced Locum Medical Receptionist to provide temporary reception and administrative support as required.

Key Responsibilities

- Welcoming patients and managing the reception area.
- Scheduling and confirming appointments.
- Handling patient enquiries professionally and discreetly.
- Managing patient records and administrative documentation.
- Processing accounts and medical aid claims (where applicable).
- General reception and administrative duties.

Requirements

- Minimum 2 years' experience as a Medical Receptionist in a Specialist medical practice.
- Previous experience in a Psychiatrist's practice will be preferred.
- Excellent communication and interpersonal skills with a compassionate and professional approach.
- Strong administrative and organisational abilities.
- Computer literate and able to learn practice management software quickly.
- Ability to work independently while maintaining strict patient confidentiality.
- Professional telephone etiquette and excellent attention to detail.

The successful candidate must be dependable, adaptable, and available to work on a locum basis when required.

If you have the relevant specialist medical reception experience and are looking for flexible locum opportunities, we would love to hear from you.

Please submit your CV together with a brief cover letter outlining your relevant experience; availability and salary expectations to jobs@spesprac.co.za

Please Note: Only shortlisted candidates will be contacted.