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## **Professional Medical Receptionist (Specialist Medical Practice)**

Malmesbury, Western Cape Monday – Friday | 08:00 – 17:00

A specialist medical practice in Malmesbury is seeking a professional, organised, and patient-focused Medical Receptionist to join our team. This position is ideal for someone who thrives in a healthcare environment and understands the importance of discretion, efficiency, and compassionate patient care.

### **Key Responsibilities**

- Welcoming and assisting patients in a professional and friendly manner
- Managing appointment bookings, confirmations, and patient scheduling
- Handling telephone and email enquiries
- Capturing and updating patient information accurately
- Processing medical aid information and billing administration
- Maintaining patient confidentiality at all times
- Coordinating with the doctor and clinical staff to ensure smooth daily operations
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### **Minimum Requirements**

- Previous experience as a medical receptionist or in a medical practice environment
- Excellent communication and interpersonal skills
- Strong organisational and administrative abilities
- Professional appearance and demeanour
- Computer literacy (practice management software experience advantageous)
- Ability to work under pressure while maintaining attention to detail
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### **Preferred**

- Experience with medical aid submissions and billing
- Knowledge of medical terminology
- Experience working in a specialist practice

### **Remuneration**

Market-related salary based on experience.

### **To Apply**

Please email your CV and a short motivation letter to: [jobs@spesprac.co.za](mailto:jobs@spesprac.co.za)

\*Only shortlisted candidates will be contacted.