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Somerset West
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Temporary Medical Receptionist (5-Month Contract)

Contract Period: Mid-October 2026 to March 2027

Somerset West, Cape Town

Monday – Friday | 08:00 – 17:00

A busy General Surgeon practice based at a hospital in Somerset West is seeking an experienced and professional Medical Receptionist to join the team on a 5,5-month temporary contract.

Key Responsibilities

- Welcoming and assisting patients in a professional and compassionate manner.
- Managing appointments and patient bookings.
- Processing medical aid claims using VeriClaim.
- Obtaining Authorizations
- Coordinating and managing theatre bookings.
- Liaising with hospitals, medical aids, referring doctors, and patients.
- General reception and administrative duties.

Requirements

- Minimum 2 years' experience as a Medical Receptionist in a Specialist Practice (NB – no exceptions will be made)
- Proficient in VeriClaim software.
- Experience with theatre bookings is essential.
- Excellent administrative and organisational skills.
- Professional telephone manner and strong interpersonal skills.
- Ability to work efficiently in a fast-paced specialist practice.
- Accurate, attention to detail and the ability to multitask.

This is an excellent opportunity for an experienced medical receptionist looking for a temporary position within a well-established specialist practice.

If you meet the above requirements and are available from mid-October 2026 through March 2027, we would love to hear from you.

Please submit your CV together with your salary expectations to hr@spesprac.co.za.

Kindly please note that only shortlisted candidates will be contacted.