



Unit 6 Pastorie Park
17 Reitz Street
Somerset West
7130
hr@spesprac.co.za
021 827 1434

Medical Receptionist – Specialist Surgical Practice

Somerset West, Cape Town

Monday – Friday | 08:00 – 17:00

A busy specialist surgical practice based in Somerset West is seeking a professional, organised, and compassionate Medical Receptionist to join our team.

Key Responsibilities

- Welcoming and assisting patients in a professional and friendly manner
- Managing appointment scheduling and diary coordination
- Handling telephone and email enquiries
- Processing patient admissions and maintaining accurate patient records
- Managing medical aid authorisations and billing processes
- Liaising with hospitals, medical professionals, and service providers
- General administrative and reception duties

Requirements

- Previous experience in a medical practice or healthcare environment
- Excellent communication and interpersonal skills
- Strong administrative and organisational abilities
- Computer literacy and proficiency in Microsoft Office
- Experience with medical software programs
- Ability to work accurately under pressure and maintain confidentiality
- Professional appearance and positive attitude
- Reliable transport

Experience

- Medical aid authorisations
- Theatre and hospital bookings
- Specialist billing systems
- Patient confidentiality and professionalism
- Coordination with referring doctors and specialists

If you are a motivated individual with a passion for patient care and excellent administrative skills, we would love to hear from you.

Please submit your CV and a brief cover letter to jobs@spesprac.co.za

Closing Date: 30 June 2026

Please Note: Only shortlisted candidates will be contacted.