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Medical Secretary (Specialist Medical Practice)

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

A well-established specialist medical practice based in Malmesbury is seeking a professional, organised, and detail-oriented Medical Secretary to join their team. The ideal candidate will be responsible for supporting the specialist doctor with administrative and secretarial duties while ensuring a high standard of patient service and practice efficiency.

Key Responsibilities

- Managing the specialist's appointment diary and patient scheduling
- Typing and preparing medical reports, letters, and correspondence
- Handling telephone and email enquiries professionally
- Welcoming and assisting patients in a courteous and professional manner
- Maintaining accurate patient records and filing systems
- Processing medical aid information and assisting with billing administration
- Coordinating referrals, reports, and communication with other healthcare providers
- Ensuring strict patient confidentiality at all times
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Minimum Requirements

- Previous experience as a medical secretary or medical receptionist in a healthcare environment
- Excellent typing, administrative, and organisational skills
- Strong communication and interpersonal abilities
- High level of professionalism and attention to detail
- Computer literacy and ability to work with practice management systems
- Ability to work independently and manage multiple tasks efficiently
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Preferred

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

Remuneration

Market-related salary based on experience.

To Apply

Please email your CV and a short motivation letter to: jobs@spesprac.co.za

*Only shortlisted candidates will be contacted.