

Dr's Receptionist : Fixed Term Contract

The Group is committed to creating places of healing for their communities, focused on attracting the best expertise and dedicated to building a steadfast, devoted team.

Role Summary:

The receptionist will be responsible for answering phones, patient scheduling and registration, charge entries, work queues, payment posting, batch balancing and cash reconciliation and balancing.

Key Work Output and Accountabilities:

- Attend to patients / customers / visitors both telephonically and in person in a professional manner
- Screening telephone calls or transferring them to other members or staff
- Responsible for the preparation of the reception area for each working day, and have all front desk activities fully operation at the start of business hours
- Maintain administrative records to the system and report statistics when required
- Performs general administration duties from time to time
- Directs patients / visitors to wards and Doctors rooms
- Meeting and greeting visitors, and directing them to their meeting or appointment
- Assist with the operation of the switchboard and transport of in – patients when required.

Inherent Requirements:

- Grade 12 or equivalent NQF Level 4 Qualification
- 1–2 years' experience in an administrative role
- SAP Experience preferably
- Working knowledge of Microsoft Office and good typing skills

**If you are interested in the position and wish to apply,
kindly forward your CV to Mariska.Tuck@lenmed.co.za**

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being used for the specific purpose for which it was provided, which is recruitment purposes and possible appointment purposes (should you be successful). Please note that your information will be processed for recruitment purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent. If your application is not successful, we retain your CV and other information provided for a period of 6 months after which it will be destroyed in a secure manner. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection and we will immediately destroy your personal information in a secure manner.



WORK PROFILE

Location:

Ahmed Kathrada Private Hospital

Job Grade:

B1

Benefits:

As per Basic Condition of Employment

Date Posted:

14 October 2020

Closing Date for Applications:

21 October 2020

Lenmed is an Equal Opportunity Employer. The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Lenmed actively supports the recruitment of people with disabilities. In the event of any physical or psychological limitation that may impair an individual's ability to perform the job function, the employee must consult the employer for reasonable accommodation.

Should you not receive a response within three weeks after closing date, kindly consider your application unsuccessful.