



## VACANCY

### Receptionist: Polokwane Radiology

(Full-time position)

Keystone Medical is looking for an enthusiastic candidate to join the Keystone Team as the Receptionist at its branch in Polokwane (full-time position).

The successful candidate will serve as an ambassador for Keystone by making patient feel welcome, whether by receiving them at the branch, or by answering telephone calls and emails.

Start date: 1<sup>st</sup> of November 2023  
Workdays: Monday to Friday  
Saturday (8:00 – 13:00)  
Weekday Hours: 8:00 to 17:00  
Leave: 22 workdays annual leave

The successful candidate will perform various front-desk, administrative and general duties. This includes, but is not limited to, the duties listed below.

#### Job Description:

- Answer incoming telephone calls in a friendly and professional manner.
- Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.
- Perform various front desk and administrative duties.
- Capture patient info and Protects patients' rights by maintaining confidentiality of medical, personal, and financial information.
- Receive payments, record receipts for services, and handle and reconcile all petty cash on a daily basis.
- Support the mission, vision and core values of Keystone Medical.

#### Requirements:

- A minimum qualification of a National Senior Certificate.
- At least 3–5 years of work experience will be beneficial.
- Experience in an medical environment is preferred.
- Excellent skills in interacting with people in a positive and courteous manner.
- Strong written and verbal communication skills in English and Afrikaans.
- Ability to prioritise tasks according to importance in a fast-paced environment.
- Multi-tasking capability without compromising on quality.
- Proficient in handling office equipment, including telephone systems with multiple lines.
- Responsible, dependable, punctual and able to lock and unlock the office, with the possibility of working flexible working hours.
- Basic knowledge of Microsoft Office applications.
- Valid driver's license (Code 8) with a reliable vehicle.

#### Keystone Medical (Pty) Ltd

Reg No. 2017/314578/07

VAT No. 422 028 6092

Director: LF van der Vyver



Posnet Suite #93  
Private Bag x 1015  
Lytelton  
0140



087 055 0587



info@ks-med.co.za

[www.ks-med.co.za](http://www.ks-med.co.za)



#### Medical Receptionist Qualifications / Skills:

- Multi-tasking
- Flexibility
- Telephone skills
- Customer service
- Time management
- Organization
- Attention to detail
- Scheduling
- Word processing
- Professionalism
- Quality focus

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