

## VACANCY

### Receptionist: Breast Cancer Screening unit

(Full-time position)

**Keystone Medical** is looking for an enthusiastic candidate to join the Keystone Team as a Mammographer on our Mobile Breast Cancer Screening Unit that travels throughout South Africa.

Introduction to the Mobile Breast Cancer Screening unit:

The mobile breast cancer screening unit is aiming to make Mammography screening accessible to all women, both private and medical aid patients. With state-of-the-art equipment, private changing rooms and modern, comfortable facilities, we make it as convenient as possible for our patients. The Keystone Medical **Screen Her Save Her (SHSH)** movement is inherently part of the mobile unit educating women in South Africa on the importance of breast cancer screening and breast self-examination.

#### What can you expect when working on the mobile unit?

- A trained receptionist will attend to administrative functions, receive patients and direct them to the changing rooms in preparation for their mammogram.
- Patient bookings are made in 30-minute time slots between 8AM – 17:00PM.
- A lunch break is given between 12:00 and 12:30 every day.
- A message is sent to every patient the previous day requesting that they arrive early for their appointments, ensuring that every day starts and ends on time as far as possible. Considering that overruns may occur.
- A Radiologist is on call to attend to all patient reporting.

#### Consumables on the mobile unit

- Coffee, tea, milk, sugar, breakfast rusks and 5l water bottles are always available on the mobile unit.
- There are no bathroom & toilet facilities on the mobile unit, however the mobile unit is always parked in a safe place where access to bathroom facilities is provided, mostly at major shopping centre sites.

#### Compensation and other benefits

- Monthly food allowance.
- Travel:
  - Airplane tickets are funded in the case where air travel is required.
  - A company vehicle or rental car will be provided where necessary for the duration of the project. This vehicle may then be shared between project team members.

- Where a personal vehicle is used, total travelled kilometers will be refunded at a rate of R3,82 per kilometer.
- Lodging: Accommodation will be provided where the project site is too far from the residence of the employee. The criterion of the accommodation is as follows:
  - 3 to 4 Star rated, self-catering (where it is more than two nights stay).
  - Safe.
  - Neat and tidy.
  - Close to the project site.
  - Appropriate facilities such as a microwave oven, kettle, and stove (in the case of a long stay).
- Laundry: Laundry may be handed in along with the mammogram jackets where it is more than two nights stay. This laundry is washed, dried, and ironed.

**Package:**

Workdays:	Monday to Friday
Hours:	8:00 to 17:00
Leave:	26 workdays annual leave
Annual allowances:	Travel allowance Uniform allowance

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, referring doctor time, and treatment room utilization by scheduling appointments in person or by telephone for both the pre and post patient examination process.
- Daily communication with patients via WhatsApp
- Perform various front desk and administrative duties.
- Capture patient info and protect 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.
- 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.
- Branch orders and inventory control.
- General housekeeping duties of the entire practice facility.

**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.

#### **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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