



# NETCARE



## Vacancy

Role Title	Receptionist Fixed Term Contract
Division	Akeso Division
Location	Akeso Crescent Clinic, Randburg
Closing Date	4 August 2025

### Role Summary

- The Receptionist is responsible for answering phones, receiving and directing visitors, booking meeting rooms and assist with ad-hoc administrative functions as required.
- Attend to customers and visitors both telephonically and in person in a professional manner.
- Screening telephone calls or transferring them to other members of staff.
- Handling of basic enquiries and taking messages for 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 on the system and report statistics when required.
- Perform general administration duties from time to time.
- Meeting and greeting visitors, and directing them to their meeting or appointment, or area for visiting patients.
- Information Management
- Co-ordination of diaries for various professionals.
- Room bookings and co-ordination.
- Assist with taking of payments
- Patient admissions and co-ordination

### Inherent Requirements

- Minimum Grade 12 or equivalent NQF level 4
- 1-2 years' experience in admin and reception duties
- Computer literacy (MS Office)
- Telephone skills
- Excellent Communication skills
- Presentable at all times
- Listening skills
- Customer focus
- Ability to handle pressure
- Attention to detail
- Accurate Message taking capabilities

Candidates who meet the above criteria are requested to e-mail a detailed CV to [ccr.recruitment@akeso.co.za](mailto:ccr.recruitment@akeso.co.za).

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection 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.

Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days after the closing date of this advert should consider their application as unsuccessful. We will retain your CV and other information provided on our electronic system for 12 months. If you object to your information being used in accordance with the afore mentioned clauses, please indicate your objection, and we

**At Netcare, our core value is care.** We care about the dignity of our patients and all members of the Netcare family.

We care about the participation of our people and our partners in everything we do.

We care about truth in all our actions.

We are compassionate about quality care and professional excellence.

#### OUR STRATEGY

**Person centered health and care:** Empowering Patients to participate in their health. Delivering the best quality and consistency of care.

**Digitally enabled** - Digitising all patient touch points to create a unified, integrated experience.

**Data driven** - a 360-degree view of our targeted clinical decision -making patient engagement, and informed business decisions.

Our redesigned health and care offering will be highly differentiated in SA and will create a sustainable competitive advantage for the Group – we call this *the Netcare moat*.

**Our basic service standard holds us accountable for the below seven behaviours:**

I always greet everyone to show my respect.

I always wear my name badge to show my identity.

I am always well-groomed to show my dignity.

I always practice proper hand hygiene to show my care.

I always seek consent to show my compassion.

I always say thank you to show my appreciation.

I always embrace diversity to strengthen inclusivity and belonging.

**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. Netcare actively supports the recruitment of people living with a disability.**



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