

RECEPTIONIST

Job Purpose: To provide professional front-desk and administrative support to patients, visitors and the OM Imaging team, ensuring an efficient and welcoming patient experience.

Suitably qualified candidates who meet the following requirements are invited to apply:

Minimum Requirements:

- Grade 12 certificate or equivalent.
- A certificate or diploma in Office Administration, Business Administration, Secretarial Studies or a related field will serve as an added advantage.
- Previous reception, customer service or healthcare administration experience will serve as an added advantage.
- Good verbal and written communication skills.
- Computer literacy and the ability to work with office systems and patient information.
- Professional, organised and patient-focused approach.

Key Functions and Responsibilities:

- Welcome patients and visitors and provide professional front-desk assistance.
- Register patients and verify required personal and appointment information.
- Schedule, confirm and manage patient appointments.
- Answer telephone calls and respond to general enquiries professionally.
- Direct patients and visitors to the appropriate service area.
- Maintain accurate patient and administrative records.
- Assist with filing, scanning and other routine administrative duties.
- Liaise with clinical and administrative staff to support efficient patient flow.
- Maintain patient confidentiality and comply with OM Imaging policies and procedures.

Applications must comprise of the following:

- A cover letter.
- An updated curriculum vitae.
- Copies of academic qualifications and supporting documents.

How to Apply

All vacancies are applied for via the Namibia Integrated Employment Information System (NIES) website. Applicants should follow the vacancy instructions published on NIES and submit all required supporting documents.

Closing date: [Insert closing date]

Enquiries: +264 65 232 936