

Oncology Ward Receptionist **VACANCY** NOC Eros



www.namoncology.com

The Namibian Oncology Centre (NOC) is a state-of-the-art cancer treatment facility offering progressive, comprehensive cancer care through some of the most advanced treatment modalities available today. Patient care is what drives us to stay at the forefront of advances in our field. NOC is seeking an experienced **Acute Oncology Ward Receptionist** to join our dedicated healthcare team to maintain our CARE values of **Compassion, Accountability, Reliability** and **Excellence**.

WHAT YOU WILL BE DOING

- Manage patient billing including tariffs and stock charges
- Conduct daily collection and auditing of billing sheets
- Oversee stock control, perform monthly counts, and report shortages
- Assist new patient admissions and provide support to patients and families
- Handle telephone calls, direct calls appropriately, and relay messages
- Provide administrative support including mail handling and equipment fault reporting
- Maintain accurate patient records using Mosaik and Elixir systems
- Apply comprehensive knowledge of medical terminology and ICD10 coding
- Ensure confidentiality and accuracy in all tasks
- Support other duties as assigned by Nursing Manager and Operational Manager

WHAT WE NEED FROM YOU

- Grade 12 or equivalent (essential)
- Minimum 3 years' experience as a ward receptionist in a hospital setting
- Computer literacy with Mosaik and Elixir systems (essential)
- Comprehensive knowledge of medical terminology, hospital procedures, and ICD10 coding
- Formal training in customer service or front-office operations advantageous
- Excellent verbal and written communication skills
- Exceptional organisational and multitasking capabilities
- High level of professionalism and personal presentation
- Commitment to confidentiality and responsibility in all tasks

Apply Before 15 September 2025

To join us in Restoring Hope Through Compassionate Care

Hand deliver: 3 Heliodoor Street, Eros, Windhoek OR **via email:** HR@namoncology.com

We believe diversity strengthens care. Suitably qualified applicants are encouraged to apply.

Only shortlisted candidates will be contacted.