

JUNIOR CREDIT CONTROLLER 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 a Junior Credit Controller** to join our finance team, working with fellow innovative team members who maintain our CARE values of *Compassion, Accountability, Reliability, and Excellence*.

WHAT YOU WILL BE DOING

- Manage patient accounts through daily billing and account status updates
- Evaluate age analysis and prioritise collection activities
- Submit claims to medical aids and process remittance advices
- Conduct debt collection activities professionally and compassionately
- Perform quality control reviews of patient accounts in liaison with relevant staff
- Identify and correct medical aid payment discrepancies
- Resubmit rejected or short-paid claims
- Work collaboratively with colleagues across departments
- Maintain excellent patient and funder relationships
- Support additional tasks as requested by leadership

WHAT WE NEED FROM YOU

- Grade 12 (NQF Level 4) essential
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- High level of professionalism and personal presentation
- Ability to handle sensitive financial information with discretion
- Patient-centered approach to collections

Apply Before Friday, 7 November 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.