

# Medical Receptionist **VACANCY** Windhoek

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. We are seeking an experienced **Medical Receptionist with a people-first mindset**. This position plays a key role in ensuring the overall management of all reception-related activities.

## WHAT YOU WILL BE DOING

- Welcome all patients and visitors to NOC with a friendly and helpful attitude
- Attend to queries from patients, staff, and visitors in a professional and efficient manner
- Manage all telephonic and electronic communications effectively
- Schedule and manage patient appointments accurately
- Maintain electronic records, patient files, and related documentation (ID, medical aid, results)
- Collect deposits, co-payments, meal payments, scarf payments, and other related fees
- Perform daily radiation therapy (RT) billing procedures
- Ensure accurate monthly statistics are maintained
- Work effectively and cooperatively with colleagues to maintain positive working relationships
- Demonstrate the ability to work independently

## WHAT WE NEED FROM YOU

- Grade 12 (or equivalent) – essential
- Minimum of three (3) years' experience as a Medical Receptionist
- Strong communication skills with fluency in English
- Good IT proficiency
- Namibian citizenship

**Apply Before Friday, 24 April 2026**

*The Namibian Oncology Centre offers a competitive remuneration package and favourable working conditions. Suitable candidates should please submit a detailed CV, supporting certified documents and cover letter to:*

**via email: [HR@namoncology.com](mailto:HR@namoncology.com) OR Hand deliver at: 3 Heliodoor Street, Eros, Windhoek**

*We believe diversity strengthens care. Suitably qualified applicants are encouraged to apply.  
Only shortlisted candidates will be contacted.*