Medical Practice manager

This is an exciting opportunity for a motivated, dynamic and accomplished practice manager to join a busy Specialist Allergology medical and clinical trials centre close to the City Bowl. The position will be at the UCT Lung Institute.

The successful candidate will be responsible for the smooth running of a centre that has a team of 6 specialist doctors, a GP and clinical trial staff, with a diverse patient population of babies to adults. Excellent interpersonal skills and experience in management are a prerequisite. Your activities will include:

* Supervising online appointment systems for patients and clinicians
* Answering phones and relaying relevant patient information
* Ensuring records are accurately filed
* Liaising with patients, doctors, study participants and clinical trials personnel.
* Maintaining stationary and practice environment

Experience/qualifications required:

1. Senior certificate, grade 12, university exemption
2. At least 5 years of prior experience as receptionist/administrative person interfacing with public
3. Competence in Outlook and MS office computer programme, ideally experience with online booking system
4. Two recent letters of reference

Salary will be dependent on qualifications and experience. Initially one-year contract available only with three-month probation period.

The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint. This post is not under University of Cape Town conditions of service.

Application deadline 9th December 2016

Please email cover letter, cv and three references to mellissapascoe@gmail.com