



Physical Address: WCMAS Building, Corner OR Tambo & Susanna Street  
Tel: 013 656 1407 | Fax: 086 627 7795  
Postal Address: PO Box 26, Emalahleni, 1035  
Email: [wcmas@wcmas.co.za](mailto:wcmas@wcmas.co.za) | Website: [www.wcmas.co.za](http://www.wcmas.co.za)

## EXTERNAL TEMPORARY VACANCY

**Position: Receptionist (Temporary)**

**Department: Membership**

**Temporary position for 3 months (1 Feb 24 till 30 Apr 24)**

### Qualification and Experience

- Grade 12
- Relevant qualification in related field advantageous
- Minimum of 3 to 5 years Healthcare industry experience
- Computer literate a must
- Excellent customer service and people's skills
- You must be a friendly, hardworking and passionate person
- You must be keen and willing to learn
- You must be able to communicate in most African languages with an addition of English
- You must be presentable at all times
- Create a culture of Customer/Client Centricity
- Display leadership through your actions by accepting responsibility for daily deliverables and ensuring turnaround times are achieved.
- Experience on the MIP system

### Skills

- Administration Skills
- Attention to Detail
- Telephone etiquette

Send your CV's to Jaatjie Snell at [jsnell@wcmas.co.za](mailto:jsnell@wcmas.co.za). All CV's received on or before **12 January 2024** will be considered.