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## Lancet: Admin Clerk / Receptionist Internship 2024 Apply Now

### Description

The Admin Clerk/Receptionist Internship at Lancet Laboratories offers practical exposure to administrative and front desk operations within a healthcare environment. Interns will engage in various tasks, providing administrative support and ensuring efficient patient service delivery.

### Responsibilities

- Reception Duties: Greet patients, manage phone calls, and schedule appointments.
- Administrative Support: Assist with filing, data entry, and office organization.
- Customer Service: Provide excellent service to patients and visitors.
- Liaison: Collaborate with laboratory staff and other departments as required.
- Documentation: Assist in maintaining accurate records and reports.
- Compliance: Adhere to confidentiality and data protection policies.

### Qualifications

- Pursuing or recently completed a diploma/degree in Administration, Healthcare Management, or a related field.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite.
- Ability to multitask, prioritize tasks, and work in a fast-paced environment.
- Professional demeanor and a commitment to maintaining confidentiality.

### Job Benefits

- Hands-on Experience: Gain practical exposure in administrative tasks within a medical setting.
- Learning Environment: Engage with professionals and learn in a supportive workplace.
- Career Development: Opportunity to build skills in administration and customer service.
- Networking: Interact with various stakeholders within the healthcare industry.
- Contribution: Support the efficient operation of a leading pathology laboratory.

### Contacts

To apply for the Lancet Laboratories' Admin Clerk/Receptionist Internship, follow these steps:

- Visit Lancet Laboratories' official website or their careers page to find available internship opportunities.
- Review the internship description and ensure you meet the qualifications and requirements for the position.
- Prepare your application materials, including a well-written resume/CV and

### Hiring organization

Lancet Laboratories

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Medical Practices

### Job Location

Richmond, Northern Cape, South Africa, 3780, Richmond, Northern Cape, South Africa

### Working Hours

09

### Date posted

August 30, 2024

### Valid through

05.12.2025

a cover letter highlighting your interest in the internship, relevant skills, and how you can contribute to Lancet Laboratories.

- Check for specific application instructions provided in the internship posting. Some may require you to fill out an online application form, while others may request you to email your application to a designated email address.
- Submit your application before the specified deadline, ensuring all required documents are attached and information is accurate.
- Follow up if necessary. Consider contacting Lancet Laboratories' HR department or the provided contact person to confirm receipt of your application or to inquire about the application status.