



University of Cape Town Lung Institute

VUKALI

RECEPTIONIST

If you're an organised, approachable professional who enjoys providing exceptional customer service and keeping things running smoothly, we'd love to hear from you.

The University of Cape Town Lung Institute is seeking a Receptionist to serve as the first point of contact for patients, visitors, staff, and external stakeholders. This role is responsible for delivering professional front-office services while providing administrative support that contributes to the efficient day-to-day operations of the VUKALI Unit.

This role is offered under the University of Cape Town Lung Institute's own employment terms and conditions, which are separate from UCT conditions of service.

★ What you bring:

- Grade 12 / Matric or equivalent
- Secretarial or Administrative Certificate (advantageous)
- Minimum of 2 years' administrative or receptionist experience
- Computer literacy (MS Word, Excel, Outlook, PowerPoint and Internet)
- Excellent verbal and written communication skills
- Strong organisational and time management skills
- Professional telephone etiquette and customer service skills
- Ability to multitask and work independently while maintaining attention to detail

This role offers the opportunity to be at the heart of a busy research environment, where your professionalism, organisation, and customer service skills will contribute to a positive experience for patients, visitors, and colleagues every day

🚀 What you'll own:

- Welcome and assist visitors while managing reception and access control procedures
- Answer, screen, and direct incoming telephone calls professionally
- Schedule appointments and maintain diaries and calendars
- Respond to general enquiries and accurately relay messages
- Coordinate meeting room bookings and prepare meeting spaces when required
- Receive, distribute, and dispatch incoming and outgoing mail and courier deliveries
- Provide general administrative support including filing, scanning, photocopying, document preparation, and record management
- Monitor office stationery and reception supplies and arrange replenishment when required
- Provide professional customer service to both internal and external stakeholders
- Assist departments with ad hoc administrative duties, special projects, data capturing, and operational support as required

If you're a proactive, organised, and service-oriented individual looking to make a meaningful contribution within a leading research organisation, we'd love to hear from you.

 Role Information:

- Fixed Term Contract (12 Months)
- Monday to Friday | 40 hours per week
- Based in Khayelitsha

If you're passionate about research, patient care, and making a meaningful difference—we'd love to hear from you. Start your journey [here](#) to complete the online application and submit your CV, cover letter, and 2–3 contactable references.

 **Closing Date:** 24 July 2026

Thank you for your interest in this opportunity. Only shortlisted candidates will be contacted. If you haven't heard from us within 30 days of the closing date, please consider your application unsuccessful.

 EMPLOYMENT EQUITY STATEMENT

We are committed to equitable employment practices and diversity in the workplace. Appointments will be made in accordance with the University of Cape Town Lung Institute's Employment Equity Plan.

 POPIA STATEMENT

Your personal information will be processed in line with the Protection of Personal Information Act (POPIA) and used solely for recruitment purposes, including reference checks. By applying, you consent to this process.

***Please Note: This Position is not on UCT Conditions of Service.**
