



Company Details Confidential



#JOB-2360376



Suite 22, Block 2, The Lee Clinic, Cork, Co.

Cork, T23 P2NP



No of positions : 1



Paid Position



35 hours per week



To be Confirmed



10/10/2024



07/11/2024

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : drconoroshea@yahoo.co.uk

Address:

[Evelyn O Sullivan](#)

[Suite 22](#)

[Lee Clinic](#)

[Lee Rd](#)

[Cork](#)



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Administrative Assistant

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Administrative assistant required to join our team in busy medical consultant's office. Fast type speed essential. Will also be required to answer phones, sit clinics, schedule appointments and other office tasks.

- **Sector:** human health and social work activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** No Qualification

(Desirable)

- **Ability Skills:** Administration, Communications, Customer Service
- **Competency Skills:** Flexibility, Teamwork
- **Specialising In:** fast typing speed