



Company Details Confidential



#JOB-2375248



Dublin Road, Ballinagh, Co. Cavan,



No of positions : 1



Paid Position



3.5 hours per week



Dependent On Experience



19/01/2025



16/02/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [ethel.physioextra@gmail.com](mailto:ethel.physioextra@gmail.com)



Open your camera app & point here to view this ad online



## admin assistant / reception

### 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

Customer Service: admin assistant in private Physiotherapy clinic

3 and a half hours, typically Mondays, with some flexibility,

Hours are likely to increase,

Proficiency with Microsoft packages, word, excel,

and

good customer service ethos

are required

there may be occasional option to do some work from home once the successful candidate becomes familiar and confident with the material / running of the clinic

the position is available immediately.

some training will be given

contact Ethel Brady physiotherapist directly

087 7818 300

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

### Career Level

- Experienced [Non-Managerial]