



Company Details Confidential



#JOB-2408113



Suite A10, The Mall, Beacon Court, Dublin 18,  
D18 RX03



No of positions : 1



Paid Position



24 hours per week



To be Confirmed



20/08/2025



17/09/2025

## How to apply

### Application Method :

Not available



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online



## Part-Time Medical Secretary (Maternity Cover)

### 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

Job Opportunity: Part-Time Medical Secretary (Maternity Cover)

Location: Beacon Hospital, Dublin 18

Start Date: September 1st, 2025

Clinic: Private Consultant Dermatologist Clinic

We are seeking a reliable and efficient Part-Time Medical Secretary to join our busy Private Consultant Dermatology clinic at the Beacon Hospital, Dublin. This is a maternity cover position, ideal for someone with strong multitasking skills and experience in a fast-paced, patient-facing medical environment.

### Key Details:

Part-Time: 3–4 days per week (Monday to Thursday)

Duration: Maternity cover (exact length to be confirmed)

Salary: €13.50 – €16.50 per hour (commensurate with experience)

Start Date: September 1st, 2025

### Responsibilities:

Front desk duties: greeting patients, checking them in and out

Managing high volumes of calls and emails

Appointment scheduling and general patient support

Use of medical software (preferably iMedDoc)

Supporting a very busy consultant clinic with day-to-day administrative tasks

### Requirements:

Previous experience as a medical secretary or in medical reception

Confident in working with medical software (experience with iMedDoc is a plus)

Excellent communication and organisational skills

Ability to multitask and remain calm under pressure

Quick learner with a proactive attitude

Job Types: Part-time, Fixed term

Expected hours: 24 – 32 per week

Expected start date: 01/09/2025

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

### **Career Level**

- Not Required