



Company Details Confidential



#JOB-2408427

KILKENNY PHYSIOTHERAPY AND SPO, Unit



1, Ent House, Dublin Rd, Kilkenny, Co.

Kilkenny, R95 V9H9



No of positions : 1



Paid Position



40 hours per week



16.00-20.00 Euro Hourly



22/08/2025



19/09/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [recruitment@kilkennyphysioclinic.com](mailto:recruitment@kilkennyphysioclinic.com)



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



## Office / Financial Administrator

### 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

Office Administrative Role

Are you a dynamic, hardworking, and outgoing individual with a passion for learning and personal growth? Do you want to be part of a supportive, professional environment where your development is a priority?

We are Co. Kilkenny's longest-established independent physiotherapy clinic, celebrating over 30 years of service to our community — and we're still growing and evolving every day.

As we continue to expand our services, including physiotherapy, Pilates, and gym-based rehab, we're looking for a motivated all-rounder to join our team and take part in our structured mentorship programme.

#### About the Role

This is a varied, fast-paced role ideal for someone who loves to stay busy, contribute to a team, and take ownership of their work.

Your responsibilities will include:

#### Accounts & Administration

- Paying invoices and staff wages
- Billing, receipting, and debt collection
- Checking accounts and taking daily payments
- Bank reconciliation and accounts management

- Booking appointments and managing reception desk

#### Business Growth Activities

- Following up with existing patients and leads
- Generating new business opportunities
- Creating content for social media
- Supporting website updates and development

#### Clinic Operations

- Stocktaking and ordering supplies
- General tidying, cleaning, and light clinic maintenance
- Supporting a smooth, welcoming clinic environment for all patients

#### The skillset you should have

- Dynamic, enthusiastic and motivated
- Hardworking, loyal and trustworthy
- Eager to learn and grow within a small business
- A team player who leads by example and lifts those around them
- Able to multitask and take initiative without waiting to be told what to do
- Comfortable interacting with patients — someone with an outgoing, confident personality

Experience in administration or customer service is helpful, but most importantly, we're looking for attitude and potential.

#### What We Offer

- A supportive, friendly team environment
- Mentorship and ongoing training

- Opportunity to grow with a business that values its people
- A chance to be part of a respected and trusted clinic with a strong community reputation
- The opportunity to take on a role and make it your own
- A contributory pension
- Bike to work scheme
- Negotiable work hours

Ready to take the next step in your career with a team that values excellence, growth, and positive energy?

Apply now and become part of our exciting future!

- **Sector:** administrative and support service activities

#### **Career Level**

- Experienced [Non-Managerial]