



PREMIER HAIR RESTORATION CLINIC
LIMITED



#WPEP-2412567



PREMIER HAIR RESTORATION CLINIC, The
Mews, Rere of 19, Leinster Sq, Rathmin,
Dublin 6, D06 H9Y6



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



23/09/2025



18/11/2025

How to apply

Application Method :

This programme is for jobseekers that are in receipt of a qualifying social welfare payment and those transferring from a social welfare scheme. Full eligibility details are available [here](#)



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Assistant Patient Coordinator - WPEP Scheme

Application Details

This Work Placement Experience Programme provides Participants with an opportunity to gain meaningful work experience, learning and training while on the programme. This programme is for jobseekers who are in receipt of qualifying social welfare payments and those transferring from a social welfare scheme or an ETB Training Allowance. Your eligibility for this programme will be verified by the Department as part of the application process.

Job Description

This is a 30-hours-per-week, 6-month placement under the Work Placement Experience Programme. You will work alongside our admin team, gaining practical experience in customer service, and office administration. You will receive training and support from an assigned supervisor and mentor.

What You Will Learn and Do:

- Shadow team members to learn how to Greet and assist patients in person, over the phone, and via email with professionalism and empathy
- Learn how to Schedule and confirm appointments, manage provider calendars, and coordinate referrals
- Collect and verify patient information and necessary documentation
- Assist patients with forms, billing inquiries, and understanding treatment plans
- Maintain accurate patient records and ensure confidentiality (GDPR compliance)
- Collaborate with clinical staff to ensure smooth patient flow and timely care
- Handle general office duties such as managing correspondence, filing, and data entry.

Role Description

Formal Training:

Invoice processing

Office correspondence

GDPR

Data Entry

Informal Training:

Time Management

Teamwork

Organisational Skills

Communication Skills

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years): 0**