



carlow hearing



#JOB-2413626



Co. Carlow,



No of positions : 1



Paid Position



40 hours per week



Dependent On Experience



24/09/2025



22/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : donalkeane42@gmail.com



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



Clinic Receptionist - Carlow

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

Location: Carlow Town

Hours of work: Monday to Friday, 9.15 - 5pm

Experience required: preferably 3-5 years experience in a similar clinic environment.

Salary: negotiable depending on experience

Key skills required:

Prospective applicants must have good communication skills

Be well organised

Be familiar with standard computer programs such as excel and word

Have a helpful pleasant manner

Key Duties and Responsibilities:

Greeting visitors to the clinic

Answering and directing phone calls, messages and e-mails

Managing mails and deliveries

Scheduling client appointments both proactively and reactively

Performing general administrative tasks such as filling and managing client supplies

Maintaining client database

Assisting with minor clinic tasks on a day to day basis

Please forward your CV with references to donalkeane42@gmail.com

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

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:**No Qualification
(Desirable)
- **Ability Skills:** Communications, Customer Service, Technical IT
- **Competency Skills:** Priority Planning, Working on own Initiative
- **Specialising In:**excel and word