



Drumcondra Village Dental



#JOB-2422841



159 Drumcondra Road Lower, Dublin 9, D09

ND86



No of positions : 1



Paid Position



40 hours per week



30000.00-38000.00 Euro Annually



29/11/2025



27/12/2025

How to apply

Application Method :

Not available



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Front of House 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

Conscientious, hard-working individual required to oversee busy front of house reception operations for a fast-paced, multi-surgery dental practice in a full-time, onsite role.(40 hours per week)

Requirements:

- Experience to include qualification in business administration and communications
- Fluent English essential
- Knowledge of dentistry and Exact Dental Software essential
- Ability to work in a time-pressured environment while maintaining excellent customer service delivery
- Innovation, self-motivation, expert communication skills
- Pleasant, caring, polite and professional manner
- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]