



Vhi Health & Wellbeing DAC



#JOB-2425900



VHI 360 HEALTH CENTRE, The Hampstead

Bldg, The Park, Cabinteely, Dublin 18, D18

R6HX



No of positions : 1



Paid Position



36.15 hours per week



30555.00-40213.00 Euro Annually



19/12/2025



16/01/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www1.vhi.ie/about/careers>



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



Enhanced Primary Care 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

Vhi have a full-time permanent vacancy for the role of Administrator in our Vhi 360 Clinic, Carrickmines, Dublin (working day 7hrs 15mins)

Vhi Health & Wellbeing has been established to develop medical, health and wellbeing services for Vhi customers. Our clinic provides a range of health and wellbeing services to our corporate and individual customers.

Our clinic is currently open Monday to Friday from 8am to 8pm and on Saturday from 8am to 5pm so we need applicants to be available during these hours.

About us

Our purpose at Vhi is to help our customers and patients live longer, stronger and healthier lives. A big part of delivering this purpose is to create a workplace culture where all colleagues feel connected, informed and motivated to do their best work. At Vhi, we have a set of shared values that drive the kind of behaviour we want and that will support colleagues to grow, develop and play a key part in our success.

Leading the way in private healthcare, we now offer an extensive range of healthcare services, including: urgent care, planned care, primary care, health screening, hospital @ home, women's health, digital health, out of hours emergency dental care, and nurseline 24/7. The efficient running of these services is made possible by our teams of highly skilled healthcare professionals.

What will you do:

- Day-to-day administration of Enhanced Primary Care activity (this includes Paediatrics, Women's Health, Physiotherapy, Positive Mind and Health Coaching).

- Managing all communications in a respectful and courteous manner whether in person face to face, by telephone or in written correspondence.
- Ensuring all patient information is entered into our Electronic Patient record systems accurately and that computerized patient files are updated and secured accordingly
- Facilitating appropriate tracking and monitoring of the service.
- Communication with members of the clinical team as required.
- Adhering to all appropriate clinical governance processes and ensuring compliance with all applicable SOPs (Standard Operating Procedures).
- Provision of support to the Senior Administrator and carrying out any other duties, on an ad-hoc basis, as required by the Senior Administrator

What you need to be successful

- A minimum of 18 months administration experience in a medical setting
- Minimum Leaving Certificate (or equivalent) level of education
- Proven capability in a customer-facing environment is essential
- Proven experience regarding alignment with GDPR and data protection

Demonstrated patient and customer focused experience

- Excellent communication and interpersonal skills
- Excellent IT Skills – Microsoft Office
- Demonstrated alignment with Vhi Values

Vhi is an equal opportunities employer.

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

Career Level

- Entry Level