



Company Details Confidential



#JOB-2428540



DR. RUAIRI Ó CONCHUBHAIR, UNIT 13, Ave  
De Renn, Mahon, Cork, Co. Cork, T12 H0XE



No of positions : 1



Paid Position



39 hours per week



18.00 Euro Hourly



13/01/2026



10/02/2026

## How to apply

### Application Method :

Not available



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



## dental practice coordinator

### 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

1. coordinate daily clinic operations and manage patient appointments and recalls
2. handle reception and front desk admin
3. maintain and update patient records and communications
4. prepare daily operational reports and schedules
5. monitor stock levels, supplies and liaise with suppliers
6. oversee waste management and clinic compliance compliance procedures
7. ensure the clinic remains organised , efficient and patient focused

- **Sector:** human health and social work activities

### Career Level

- Experienced [Non-Managerial]