



Company Details Confidential

#JOB-2428540

DR. RUAIRÍ 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



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app & point here
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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]