



Company Details Confidential



#JOB-2437314



MYDOCS, 29 Naas Town Centre, Sallins
Road, Naas, Co. Kildare, W91 VW68



No of positions : 1



Paid Position



39 hours per week



38000.00 Euro Annually



06/03/2026



03/04/2026

How to apply

Application Method :

Not available



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Program 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

Role Overview

The Programme Coordinator will support the operational delivery of services across multiple medical clinics. The role involves coordinating administrative processes, maintaining accurate documentation, supporting compliance and reporting requirements, and assisting management with day-to-day programme operations.

Key Responsibilities

- Coordinate administrative and operational processes across clinic locations
- Maintain accurate records, documentation, and internal reports
- Support compliance with healthcare regulations, data protection requirements, and internal policies
- Liaise with clinical staff, management, and external service providers
- Track workflows, deadlines, and operational requirements
- Assist with audits, reviews, and quality assurance activities
- Support management with planning, scheduling, and process improvements

Required Skills and Experience

- Relevant experience in programme coordination, administration, compliance, or operations
- Strong organisational, documentation, and reporting skills
- Ability to work accurately in regulated environments
- Strong communication and coordination skills
- Proficiency in Microsoft Office and database systems

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

Career Level

- Managerial