



Company Details Confidential



#JOB-2440122



raheny general practice, 443 howth road,

Raheny, Dublin, D05 Y432



No of positions : 2



Paid Position



20 hours per week



15.00-17.00 Euro Hourly



26/03/2026



23/04/2026

How to apply

Application Method :

Not available



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



Medical 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

Job post summary

Pay: €15.00-€17.00 per hour

Job Description:

Company description

Raheny General Practice is an established General Practice surgery. We have been caring for the local community in Raheny and its surrounds for the past 25 years.

Job description

Raheny General Practice is recruiting new secretarial and admin support staff. We are an established General Practice Surgery in Raheny, Dublin 5 who have been providing comprehensive medical care to the community for 25 years.

We require a number of administrative staff to assist the day to day running of the surgery.

Typical responsibilities of the job include:

answering calls, taking messages and handling correspondence

maintaining diaries and arranging appointments

typing, preparing and collating reports

filing/scanning reports

managing databases

prioritising workloads

implementing new procedures and administrative systems

liaising with relevant organisations and clients

logging or processing bills or expenses

acting as a receptionist and/or meeting and greeting clients

if more senior, recruiting, training and supervising junior staff.

Specific training will be provided to suit the needs of the role.

Part/full-time hours available: 20-40 per week

Work Remotely

No

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:**No Qualification
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Interpersonal Skills
- **Competency Skills:** Problem Solving, Teamwork, Time Management, Working on own Initiative