



Company Details Confidential



#JOB-2462570



UNIT 13, Avenue De Rennes, Mahon, Cork,
Co. Cork, T12 H0XE



No of positions : 1



Paid Position



39 hours per week



18.50 Euro Hourly



05/08/2026



02/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : mahondentalsurgerycork@gmail.com



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 procedures
7. Ensure the clinic remains organised, efficient and patient focused

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

Career Level

- Experienced [Non-Managerial]