



Company Details Confidential



#JOB-2463766



Dunlo Medical Centre, Harbour Road,
Ballinasloe, Co. Galway, H53 C1X0



No of positions : 1



Paid Position



26 hours per week



To be Confirmed



12/08/2026



09/09/2026

How to apply

Application Method :

Not available



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



Receptionist/Administration

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

Duties will include but are not limited to:

- * Scheduling appointments, dealing with phone, email and front desk interactions
- * Invoicing patients and reconciling accounts
- * Scanning and management of correspondence for patient files
- * Managing confidential patient information
- * Providing administrative support to GP's

Skills and experience required:

- * Excellent communication and interpersonal skills
- * Minimum of 1 year experience working in a similar role in a busy clinic
- * Fluent spoken & written English
- * Socrates practice management software experience is desirable but not essential
- * Must be a team player who is flexible and supportive
- * Ability to multitask in a busy environment
- * Excellent organisational ability

* Ability to work on own initiative

* Previous experience working in GP surgery is an advantage

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

Career Level

- Experienced [Non-Managerial]