



BRIARHILL VETS LIMITED



#JOB-2464935



Multiple Locations



No of positions : 2



Paid Position



25 hours per week



To be Confirmed



22/08/2026



19/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : jobs@croinamaravets.ie



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



Veterinary Receptionist

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

Multiple Locations :

- Croí na Mara Vets, Briarhill, Briarhill Bus Pk, Ballybrit, Galway, Co. Galway, H91 H0F4
- Unit 20, Briarhill Bus Pk, Ballybrit, Galway, Co. Galway, H91 H0F4

Croí na Mara Vets is looking for a friendly, highly organised and computer-confident Receptionist/Administrator to join our team. This is a varied role combining client care, reception, administration, computer work and stock control in a busy veterinary practice.

We are looking for someone who is excellent with computers, organised, efficient and confident dealing with people. You will be responsible for welcoming clients, answering phones and emails, managing appointments, processing administrative tasks, maintaining accurate records and helping to manage and monitor practice stock.

We are particularly interested in someone who is proactive and takes initiative — someone who can see what needs improving, develop better ways of doing things and help put effective systems and processes in place. Attention to detail and the ability to manage several tasks at once are important. Veterinary experience is not essential. We are more interested in finding someone with the right attitude, strong administrative and interpersonal skills, and a genuine love of animals.

The position is part-time, with hours generally from 8.30am until either 2pm or 4pm, depending on the agreed working pattern. Saturday work is required, and flexibility is important.

Salary will be commensurate with experience and skills.

If you are organised, capable, friendly and enjoy working with both people and animals, we would love to hear from you.

- **Sector:** other service activities

Career Level

- Not Required