



BARRY M. WHELAN RECRUITMENT

LIMITED



#JOB-2465804



The Capel Building, Mary's Abbey, Dublin 7,

D07 FXF8



No of positions : 1



Paid Position



40 hours per week



36605.00 Euro Annually



31/08/2026



28/09/2026

How to apply

Application Method :

Not available



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online



Booking 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

Healthcare Booking Co-ordinator

Location: Dublin / Hybrid

Reporting To: Temporary Staffing Team Lead / Manager

The Healthcare Booking Co-ordinator plays a key role in the delivery of temporary healthcare staffing services, ensuring Nurses and Healthcare Assistants are allocated efficiently to client shifts across a range of healthcare settings. Working in a fast-paced environment, the role is responsible for coordinating shift bookings, maintaining staffing levels, and delivering high standards of service to both clients and healthcare professionals.

The successful candidate will manage daily, weekly, and ad hoc staffing requirements, matching healthcare professionals to shifts based on qualifications, availability, experience, and compliance status. They will oversee live rosters, proactively identify and address staffing gaps, and coordinate shift confirmations, amendments, and cancellations in real time.

Acting as a primary point of contact for clients and healthcare workers, the Booking Co-ordinator will maintain clear, professional communication, build strong working relationships, and ensure candidates are fully briefed on shift details and expectations. A strong focus on delivering a positive client and candidate experience is essential.

The role requires the ability to respond quickly to urgent staffing shortages, last-minute requests, and cancellations, prioritising competing demands while implementing effective solutions to minimise service disruption. Complex or critical issues should be escalated appropriately while retaining ownership through to resolution.

Administrative responsibilities include maintaining accurate booking records on internal CRM and workforce management systems, updating information in real time, supporting compliance

requirements, and ensuring high standards of data accuracy and record keeping. The Booking Co-ordinator must adhere to company policies, procedures, and service level agreements while contributing to continuous improvements in operational processes and service delivery.

Candidates should have previous experience in scheduling, rostering, bookings, administration, or a similar coordination role. Strong organisational skills, excellent communication abilities, attention to detail, and the capacity to perform effectively under pressure are essential. Experience using CRM systems, databases, and Microsoft Office is also required.

Key competencies include operational coordination, customer service, problem solving, decision making, organisation, teamwork, resilience, and adaptability. The role offers excellent career progression opportunities, with potential pathways into Senior Booking Co-ordinator, Team Lead, or Recruitment Consultant positions based on performance and development.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]