



Company Details Confidential



#JOB-2466434



Bon Secours Hospital, Glasnevin, Dublin 9,
D09 YN97



No of positions : 1



Paid Position



35 hours per week



36470.00-56018.00 Euro Annually



02/09/2026



30/09/2026

How to apply

Application Method :

Not available



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Medical Secretary

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 Title: Medical Secretary (permanent full time)

Reports to: Business Manager

Location: Bon Secours Hospital Dublin

Job Purpose

The Medical Secretary is a key member of the administrative and clinical support team, responsible for providing high-quality secretarial and organisational assistance to clinicians and the wider department. This role requires exceptional accuracy, strong interpersonal skills, and the ability to manage a wide range of clinical and administrative tasks in a fast-paced healthcare environment. The post holder will support daily clinic operations, manage patient communication, and ensure accurate and efficient handling of medical information and related processes.

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

Career Level

- Experienced [Non-Managerial]