



Company Details Confidential



#JOB-2473599



Physio Gym, Dublin Rd, Ballinagh, Co. Cavan,



No of positions : 1



Paid Position



7 hours per week



Negotiable



06/10/2026



03/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : ethel.physioextra@gmail.com



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



Administration Assistant

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

the successful candidate is a Key worker in Physiotherapy Practice; understanding client's needs, managing appointment schedule and liaising with other clinicians and other relevant persons; (employer / sport coach /family member)

Areas of work / attributes of a successful candidate:

- Strong customer service ethos & understanding
- Communication skills; in person, in writing and telephone manner
- Good working knowledge of ECDL applications
- Ability and awareness of social media
- Set up and scheduling of diary, appointments & classes
- Credit control; billing, invoicing
- Preparing letters & reports

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Communications, Computer Literacy, Customer Service, Financial
- **Competency Skills:** Initiative, Management, Priority Planning, Time Management
- **Proximity Locator Distance:** 40 Kilometres