

GLENCAIRN MEDICAL CENTRE

LEOPARDSTOWN VALLEY
BALLYOGAN ROAD
DUBLIN 18
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DR. CONOR MAGUIRE

MB MSc FRCGP MICGP MFTM, RCPS(Glas) CTH DCH DObs

DR. RACHEL KEANE

MB MICGP DCH DOWH H.DIP (DERM) CERT FAM. PLAN

DR. DECLAN MAHER

MB MRCGP MICGP DCH DObs CerAvMed

We are currently looking for a part time receptionist/Secretary for our long established practice.

Job Description - Receptionist / Secretary

Reception Duties :

Greeting patients and checking them in on computer system

Answering telephone:

Making appointments using Health one / recording prescription requests

Entering messages for doctors on to computer system

Following patients' progress through surgery on computer system

Taking consultation fees, issuing receipts and entering payments on to computer system

Keeping the waiting room tidy

Scanning of correspondence on to patient charts

Assisting as otherwise directed

16 hours per week over 4 days – Competitive Salary

A degree of flexibility will be required to assist in covering holiday relief. Previous administration experience would be desirable. Medical Secretary course required. Fluency in English.

Please forward CV together with cover letter to glencairnmedical@gmail.com for the attention of Veronica Naughton - Practice Manager