

## **Safetynet Primary Care: Medical Administrator** **(<https://www.activelink.ie/node/110707>)**



### **Safetynet Primary Care are currently recruiting for a**

## **Medical Administrator (Full-Time, Permanent)**

**Location:** Dublin, Ireland

**Closing Date:** 20th September, 5:00 PM

Are you passionate about making a difference in people's lives? Do you embody values such as compassion, integrity, and empathy? Join **Safetynet Primary Care**, a medical charity that provides essential healthcare to vulnerable groups, including the homeless, refugees, and international protection applicants.

### **About Us**

At Safetynet Primary Care, we remove barriers to healthcare by bringing medical services to those most in need. Our innovative approach includes mobile health units, GP clinics, and outreach services. We advocate for inclusive healthcare for all.

### **The Role**

As a **Medical Administrator**, you'll support GP clinics and assist with administration across Safetynet's various services, including Migrant Health, the Homeless Primary Care Team, and mobile health units.

### **Key Responsibilities:**

- Manage GP clinic appointments and patient records
- Provide front-line reception and customer service
- Collaborate with nurses, doctors, and partner organisations
- Handle clinic preparation and administrative duties
- Ensure accurate filing and follow-up of medical records

### **Requirements:**

- 2+ years' experience in medical administration (or 3 years in general admin)
- Proficiency in Microsoft Office; experience with practice management software is a plus
- Excellent interpersonal, communication, and organisational skills
- Fluent in English (written and spoken)

### **Perks:**

- Competitive salary
- 25 days annual leave
- 35-hour work week (Monday–Friday)
- Permanent contract (6-month probation)

Please see attached **Job description** for further details.

To apply, send your CV and cover letter to [careers@primarycaresafetynet.ie](mailto:careers@primarycaresafetynet.ie) (mailto:careers@primarycaresafetynet.ie) by 20th September.

*Safetynet Primary Care is an equal opportunities employer.*

**Region**

Dublin

**Date Entered/Updated**

5th Sep, 2024

**Expiry Date**

20th Sep, 2024

**Attachment**

**Size**

[Job Description - Medical  
Administrator.pdf](#)

607.25  
KB

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**Source URL:** <https://www.activelink.ie/vacancies/community/110707-safetynet-primary-care-medical-administrator>