

Mercy University Hospital, Cork is a Catholic Voluntary Hospital founded in 1857 by the Sisters of Mercy. It is a centre of National and International excellence, renowned for its research and tertiary services and is a teaching hospital of University College Cork. The Mercy University Hospital provides specialist in-patient, day-patient out-patient services and accident and 24/7 emergency services in the centre of Cork City.

We are currently looking for candidates to fill the following position(s);



# Administrative Officer Grade V (Permanent)

## Operations Directorate

(Under the Governance of Mercy University Hospital Cork CLG.)

To provide comprehensive administrative and organisational support to the Directorate and Director of Operations and to the Unscheduled Care Project.

**Responsibilities** - *The post holder will be responsible for;*

- Co-ordinate and appropriate scheduling of staff and management for all external audits relating to the directorate for example, HIQA, EHO.
- Involvement in the development, rollout and implementation of Directorate systems for the collection, analysis and reporting of activity data required for the directorate.
- Establishing formal mechanisms for assuring data quality and validation within the directorate to facilitate effective decision making.
- To co-ordinate and follow up on external queries relating to the Operations Directorate.
- To represent the directorate on relevant committees as delegated by the Operations Director.
- Ensure that a good administrative and secretarial service is in place to process all correspondence and enquiries going through the department. To maintain, update and upgrade this service as necessary.
- Organise and arrange meetings and appointments ensure that the departmental diary is kept up-to-date at all times.
- Collect, co-ordinate and check information for the production and presentation of reports and presentations as required.
- Communicate effectively with all departments within the hospital and with external parties, maintaining a high standard at all times.
- Attend meetings and ensure that minutes or records are prepared and followed up on behalf of the Operations Director.

**Eligibility Criteria - Candidates:**

- Excellent computer skills
- Previous senior administrative experience of at least 2 years
- Excellent attention to detail
- Formal secretarial training

**Closing Date for applications: 1pm, Tuesday 14th May 2019**

A Full Job Description is available from [recruitment@muh.ie](mailto:recruitment@muh.ie)

### 1. Email

E-mail a letter of application together with your CV and names and numbers of 3 referees to:

[recruitment@muh.ie](mailto:recruitment@muh.ie)

### 2. Post

Send 3 hard copies of your CV together with a letter of application and names and numbers of 3 referees to:

Human Resources, Mercy University Hospital,  
Grenville Place, Cork, Ireland

[recruitment@muh.ie](mailto:recruitment@muh.ie)

*Terms and conditions of employment are in accordance with the Department of Health and Children regulations. Mercy University Hospital is an equal opportunities employer. Canvassing will disqualify.*