

**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);*



## **Permanent Part-Time Clerical Office Grade 3 (25.9 Hours) Urology Department St Johns 22.2 Hrs & Urology Medical Secretary assistance 3.7 Hrs** *(Under the Governance of Mercy University Hospital Cork CLG.)*

The Clerical Officer Grade 3 is an essential member of the Urology Clerical Support Team. The post liaises with St John's Urology CNS, CO4 Medical Secretaries, reports initially to the Medical Secretary Supervisor and overall to the Healthcare Records Manager and accountable to the Administrative Manager.

### **Responsibilities –**

- To provide an efficient secretarial and administrative service to the department
- Communicate effectively with all departments within the hospital and with external parties, maintaining a high standard of customer care at all times
- Organise admissions Bed Management in compliance with SDU protocol and booking necessary investigations for admissions
- Compile any necessary statistics
- Liaise with outside agencies
- To deal with all telephone enquiries from patients, relatives, G.P.'s etc

### **Eligibility Criteria -**

- Formal secretarial training and hold recognised certificates of speeds no less than 50 words per minute
- Previous experience as a Secretary is essential
- Must be familiar with iPMS function.
- Excellent communication and time management skills
- Minimum of 2 years clerical/secretarial experience
- Good organisational skills are essential

**Closing Date for receipt of applications is Monday 7th May 2018 at 1pm.**

#### **1. Email**

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

**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**

*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.*