

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);



Clerical Support (On Spec)

Clerical Officer Grade III

From time to time MUH require clerical support to busy departments within the hospital. These are short term temporary roles.

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

- General administration support
- Filing of records, information and correspondence

Eligibility Criteria - *Candidates:*

- Proficiency with Microsoft
- Experience with dealing with people in a busy environment
- Proven experience working as part of a cross functional team
- Minimum of 1 years administration experience

Desirable Attributes – *Candidates:*

- Excellent communications skills with an exceptional telephone manner
- Have a proactive and solution focused approach to work
- Be able to demonstrate the Mercy Values on a daily basis
- Experience with iPMS would be an advantage although training will be provided

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:
Recruitment C/O 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.