

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 Clerical Officer – Radiology Full Time

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

MUH are looking to recruit a permanent full-time Clerical Officer for the Radiology Department. The post holder will be part of the Radiology Clerical Team and work as part of a three week clerical rotation. They report into the Radiology Clerical Supervisors who reports into the Administrative Manager.

Responsibilities –

- Scheduling Appointments
- Taking care of the DNA Record
- Checking in patients at reception
- Dealing with telephone queries, liaising with Radiologists/Radiographers/Patient's/G.P's, Post and printing reports.
- General Office Duties including all telephone queries

Eligibility Criteria -

- Previous Radiology Clerical Experience
- iPMS referral experience
- Excellent computer skills
- Formal Secretarial Training
- Excellent knowledge of the services provided by the Radiology Department
- Excellent communication and time management skills
- Excellent organisational skills
- Experience with PACS/RIS an advantage

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.