

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);



## Panel for Clerical Officer Grade III roles

Permanent / Temporary

Full / Part Time

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

MUH are looking to recruit Permanent/Temporary Full Time/Part-Time Clerical Officers for various Departments. These posts will report into the Administrative Manager or Healthcare Records Manager as appropriate. Areas include Emergency Department, Laboratories, Medical Records/Admission, Nursing Admin, OutPatients, Bed Management Unit, Ward Clerks and Medical Secretaries.

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

- Clerical administrative support to include processes as defined for each of the Departments

**Eligibility Criteria** - *Candidates:*

- 2 years iPMS experience desirable
- Excellent computer skills – typing test may form part of the assessment
- Previous administrative experience of at least 2 years
- Excellent Communication, Organisational and Time Management skills
- Ability to work on one's own initiative or in a team environment
- Relevant administrative course

**Closing Date for receipt of applications is 1pm, Monday 28<sup>th</sup> January 2019**

### 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.*