

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);



Medical Secretary Panel

Grade IV

Temporary and Permanent opportunities

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

The Grade IV Medical Secretaries are essential members of the support services administration team. Their role is to provide an efficient secretarial and administrative service to the consultants, acting as a first point of contact. They must communicate effectively with all departments within the hospital and with external parties, maintaining a high standard of customer care at all times. From time to time we have opportunities for medical secretaries to join our team on both temporary and permanent basis. We currently have a number of open vacancies (up to 8) covering varying time periods and contract types.

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

- Providing an efficient secretarial and administrative service to the department, acting as a first point of contact.
- Communicating effectively with all departments within the hospital and with external parties, maintaining a high standard of customer care at all times
- Organising admissions by liaising with Bed Management and booking necessary investigations for admissions
- Compiling any necessary statistics
- Liaising with outside agencies
- Dealing with all telephone enquiries from patients, relatives, G.P.'s etc

Eligibility Criteria

- Grade IV Medical Secretaries must have had formal administration training and hold recognised certificates of speeds no less than 50 words per minute.
- Previous experience as a Medical Secretary is desirable
- Previous GP work experience is desirable
- Must be familiar with iPMS
- They must possess excellent communication and time management skills
- Good organisational skills are essential

An assessment centre may form part of the application process

The Panel will be held for 6 months

You will be required to advise us of your notice period/availability and work pattern preferences

Internal applicants must be in their current role a minimum of 6 months and must consult with current manager before applying

On the job training will be provided

Closing Date for receipt of applications is 1pm, Friday 21st September, 2018

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.