

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 Secretaries Permanent Grade IV

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

Permanent Secretary to Mr Adrian O'Sullivan, Hepatobiliary/Pancreatic Services

Permanent Secretary to Mr Christoir O'Suilleabhain, Hepatobiliary/Pancreatic Services

Permanent Secretary to Dr Clodagh Keohane, Consultant Haematologist

The Grade IV Medical Secretaries are essential members of the support services team. The Secretaries will report to the Healthcare Records Manager/Administrative Manager.

Responsibilities –

- To provide an efficient secretarial and administrative service to the department, acting as a first point of contact.
- Communicate effectively with all departments within the hospital and with external parties, maintaining a high standard of customer care at all times
- Organise admissions by liaising with Bed Management 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 65 words per minute
- Previous experience as a Medical Secretary is essential
- Must be familiar with iPMS
- Excellent communication and time management skills
- Minimum of 3 years clerical/secretarial experience
- Good organisational skills are essential

Closing Date for receipt of applications is 1pm Wednesday 15th November, 2017

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 FAO recruitment, 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.