

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);



Grade 3 Clerical Officer Nursing Admin

(Permanent)

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

The CO3 in Nursing Administration is an essential member of the Nursing Admin Team and will have a close working relationship with all staff based within Nursing Admin Dept. This will involve the implementation of practices and evaluation of current systems and clerical needs within the area. The Clerical Officer must be capable of working on their own initiative and be pro-active in assisting in the implementation of guidelines in place for the efficient operation of the Nursing Support Services Department.

Responsibilities - The post holder will be responsible for;

- Taking Minutes of relevant meetings
- Provide Admin Support for Nursing Administration Office
- Generate and format reports as required/compile any necessary statistics.
- Correlating fortnightly information for payroll
- Manage Locum HCA roster
- Recording and monitoring of agency staff.
- Co-ordination and recording of scheduled HCA training
- Assisting with E-Rostering

Eligibility Criteria - Candidates:

- Excellent computer skills.
- Excel essential
- Formal Secretarial Training
- Excellent Communication and time management skills
- Organisational skills
- Excellent attention to detail
- Ability to work on one's own

Closing Date is 1pm, 14th February 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.