

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 Grade IV Clerical Supervisor Nursing Admin

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

The Grade IV Clerical Supervisor is an essential member of the nursing administrative team. Their role is to provide an efficient secretarial and administrative service to the Nursing Admin Dept. They must communicate effectively with all departments within the hospital as well as external parties. This post reports to the Administrative Manager and liaises with the Administrative ADON from the operational management of the department.

Responsibilities -

- Correlating information for payroll
- Preparing monthly salaries book to include leave requests
- Clerical support to Assistant Directors of Nursing
- Maintenance of night duty books
- Admin work associated with extension of nursing contracts
- Supervision of CO3 clerical officer

Eligibility Criteria -

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

Closing Date for receipt of applications is – 1pm Friday 29th December 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, 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.