

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);



## Clerical Officer Grade III

Permanent Full time

### Bed Management Unit

37 Hours per week.

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

*The Grade III Clerical Officer is an essential member of the Bed Management Team. This person will have a close working relationship with the Head of Bed Management, Administrative Manager, BMU Clerical Supervisors, Medical Secretarial Group and Clerical Officers within the Bed Management Unit and MUH.*

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

- *Ensure Waiting Lists, and Booking Requests to BMU are managed in an effective and efficient manner.*
- *Achieve and maintain standards as directed by the Head of the Bed Management Unit*
- *Ensure referrals are appropriately logged onto iPMS*
- *Proactively & timely manage the communication process between staff, stakeholders and patients.*
- *Ensure operation management of services are adhered to*
- *Ensure we comply, and have an understanding of NTPF Guidelines*

### Eligibility Criteria

- *Formal Secretarial Training*
- *Information technology skills essential (ECDL/Excel/Outlook/Word)*
- *Must possess excellent communication and time management skills*
- *A minimum of three years clerical /secretarial experience essential*
- *Excellent organisational & time management skills essential*
- *Previous Bed Management experience desirable*
- *iPMS experience desirable*

**Closing Date for receipt of applications is 1pm, 4<sup>th</sup> July 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.*