We are currently looking for candidates to fill the following position(s):

**Permanent Job Share Ward Clerk**

*Clerical Grade III*

MUH are looking to recruit a Permanent Job Share Ward Clerk. The post holder will be the first point of contact for the Ward, report into the Administrative Manager and Liaise with the Ward Sister on a day to day basis.

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

- Updating the Ward Census
- Healthcare Record Tracking, filing and organising
- Filing reports and making follow up appointments and bookings
- Answering Ward Telephones
- Liaising with multi-disciplinary teams

**Eligibility Criteria** - Candidates:

Desirable:

- Previous administrative experience
- iPMS Experience
- Excellent computer skills
- Formal Secretarial Training
- Team Player
- Excellent Communication and time management skills
- Organisational skills

A full job description is available from recruitment@muh.ie

**Closing Date:** 1pm, Friday 7th July 2017

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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.