

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 OPD/SDU Clerical Supervisor Grade 5

The OPD/SDU Supervisor is responsible for the supervision of the clerical staff in the Out-Patient Department. The OPD/SDU clerical supervisor reports direct to the Administrative Manager and liaises with the OPD Nurse Manager. The role assists with the implementation of an efficient and effective out-patient department, ensuring adherence with the SDU protocols as well as supervision and training of the OPD clerical officers.

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

- Staff Record keeping for leave requests
- Sick Leave Records
- Setting up of staff rosters
- Assist with implementation of SDU protocols
- iPMS training
- Monitoring referral processes
- Supervision of clerical officers

Eligibility Criteria - *Candidates:*

- Supervisory qualification
- Excellent computer skills
- A minimum of three years clerical/secretarial experience essential
- A minimum of three years supervisory experience
- Excellent communication and time management skills
- Excellent organizational skills
- iPMS experience essential
- Knowledge of SDU Protocols essential

Closing date: 1pm Thursday 4th May

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.