

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

Procurement Department

Permanent

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

- Responsible for logging call outs for repairs for medical/surgical/radiology/laboratory/catering equipment for the hospital. This involves knowing the type of cover for the equipment, logging the call with the Supplier, documenting the call, following up on the call, issuing PO as per terms & conditions of service contract. Closing off the repair.
- Renewing of Service Maintenance Contracts
- Generating & Receipting PO's
- Invoice reconciliation

Eligibility Criteria - *Candidates:*

- Must have excellent interpersonal skills.
- Impeccable time management capability.
- Ability to communicate effectively.
- Great Attention to detail

Closing date for applications is 1pm, Wednesday 8th November 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.