

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 3 Clerical Officer St John's Urology

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

MUH are looking to recruit Permanent Full Time Clerical Officer for St John's Urology Unit. The post holder will be the first point of contact for the Unit, report into the Healthcare Records Manager and liaise with the CNS/CNM2

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

- Scheduling of patients for day case procedures
- 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 – *The applicant will have;*

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

Closing Date for receipt of applications is 1pm, Friday 17th 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 FAO Recruitment, 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.