

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);



Ward Clerk (Permanent)

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

MUH are looking to recruit a Full Time Ward Clerk for a Medical / Surgical Ward. 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 must have:*

- iPMS Experience
- Excellent computer skills
- Previous Ward Clerk Experience
- Formal Secretarial Training
- Evidence of being a good team player
- Excellent Communication and time management skills
- Exceptional organisational skills

Closing Date: 1pm, Wednesday 12th December 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.