

## Internal/External Competition

# ADMINISTRATOR FOR SENIOR MANAGEMENT TEAM

## (Grade IV, Permanent & Full Time)

**Applications are invited for the above post from suitably qualified persons.**

This is a key post with responsibility and accountability for the provision of efficient administrative support to the Senior Management Team of the Hospital (primary assignment to the CEO and Deputy CEO's Office). The person appointed will operate as a generalist with particular responsibility for the administrative aspects to a range of Committees, as well as providing secretarial and administrative support to the Senior Management Team in assisting with the strategic development of the service to meet changing organisational needs. The person appointed will assist the PA to CEO to ensure the smooth running of the CEO's Office on a day to day basis.

### **REQUIREMENTS:**

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- Excellent secretarial and organisational skills
- Excellent working knowledge of computer packages, including Microsoft Word, Excel and Outlook
- At least two years satisfactory experience in a fast paced clerical officer/administration post and possess sufficient administrative capacity to discharge the functions of the grade
- Excellent team working skills with capacity for responsibility and individual initiative.
- Excellent interpersonal and communication skills
- A sound background in and knowledge of the Health Services Sector is desirable

*Grading for the post will be Grade IV and remuneration is in accordance with the salary scale approved by the Department of Health.*

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Applicants for the above post should submit a letter of application and curriculum vitae not later than **12:00 noon on Wednesday 29th of May 2019** to Paul Margey, Human Resource Department or email [paul.margey@nrh.ie](mailto:paul.margey@nrh.ie) A job description for the above post is available on request from Paul Margey or at [www.nrh.ie/careers](http://www.nrh.ie/careers). For informal enquiries, please contact Ms. Rosemarie Nolan by email [rosemarie.nolan@nrh.ie](mailto:rosemarie.nolan@nrh.ie)

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