

## **Internal/External Competition**

### **Administrator for Out Patients Department (OPD) Clerical Officer Grade IV**

#### **(Permanent, Full Time Position)**

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

The successful applicant will be responsible for the provision of an efficient and effective administration service for the Outpatient Department to ensure that administration tasks associated with the necessary preadmission processes, inpatient journey and linkages with required outpatient and community services are completed. The OPD Administrator will also carry out other OPD administrative tasks relevant to this specified role as designated by the OPD Manager.

#### **REQUIREMENTS:**

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

- Excellent knowledge of Microsoft Office. Aptitude for computing is essential.
- Working knowledge of PAS for management of clinics and patient details
- Excellent interpersonal skills
- Excellent keyboard and dictation skills
- Minute taking skills
- Knowledge of medical terminology
- Knowledge of general office procedures
- Knowledge of the Healthcare Records Code of Practice
- The ability to work as part of a team and liaise successfully between groups through excellent communication skills.
- A high capacity for responsibility and individual initiative
- Must be highly motivated and work in an organised manner
- Experience in busy office environment

*The role is permanent, full time and in a pensionable capacity. The post is graded at Clerical Officer Grade IV level.*

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Applications to be submitted by letter of application and curriculum vitae **not later than noon on Thursday 17<sup>th</sup> September** to Paul Margey, Human Resource Department or email [paul.margey@nrh.ie](mailto:paul.margey@nrh.ie) For informal enquiries, please contact Ms Aoife Langton, POLAR Programme Manager on 01 2355146. 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)