

**Outpatients Department (OPD) Services Administrator
Clerical Officer Grade IV
(Permanent, Part-time)**

Purpose of the Position:

An exciting opportunity has arisen within the Outpatient Department for a Grade IV Services Administrator. This is a key post with responsibility and accountability for the provision of efficient administrative support to the Outpatient Department including supporting quality improvement processes including but not limited to CARF standards, data collection and entry, administration of steering groups including organisation, note taking and minutes.

Requirements:

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

- Administration qualification/certification or equivalent.
- At least 2 years satisfactory experience in a fast-paced clerical officer/administration post.
- Proficient in computer packages, including Microsoft Word, Excel, PowerPoint and Outlook.
- Experience supporting committees/groups and projects with coordinating and recording meetings / events, actions etc.
- Excellent administrative and organisational skills.
- Excellent team working skills and capacity for responsibility and individual initiative.
- Excellent interpersonal and communication skills.
- Must be highly motivated and work in an organised manner.
- Awareness of GDPR.
- Previous experience working in quality improvement, data collection or research environment would be desirable.
- A sound background in and knowledge of the Health Services Sector and knowledge of the Healthcare Records Code of Practice would be advantageous.

Informal enquiries to Dr Amanda Carty, Outpatients Department Manager via email at amanda.carty@nrh.ie

Applicants for the above post should submit a letter of application and curriculum vitae not later than **12 noon on Monday 06th December 2021** to Gisele Silva, Human Resource Department or email gisele.silva@nrh.ie. A job description for the above post is available on request from Gisele Silva or from www.nrh.ie/careers.

Shortlisting may be carried out based on the information supplied in your CV. The criteria for shortlisting is based on the requirements of the post as outlined above. Failure to include information regarding these requirements may result in you not being called forward for the next stage of the selection process.

We are an Equal Opportunities Employer and support a smoke-free workplace policy.

