

Internal Communications - Clerical Officer IV (Temporary Full Time with future potential for Permanent or Part Time Post)

Applications are invited from suitably qualified persons for the above vacancy.

This is a key post with responsibility and accountability for the provision of administrative support to the Communications Manager of the NRH with a focus on Internal Communications. The person appointed will operate as a generalist and provide a comprehensive and efficient administrative service to the NRH Communications Manager, as well as providing some secretarial and administrative support to members of the NRH Senior Management Team if required.

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

Essential:

- Excellent interpersonal and communication skills.
- Excellent administration and organisational skills.
- Capacity for responsibility and individual initiative
- A proficient knowledge of computer packages, including
 - Sharepoint
 - Publisher (or other Desktop Publishing software)
 - Microsoft Word, Powerpoint, Excel, & Outlook.

- Have at least three years satisfactory experience in a clerical officer, administration post and possess sufficient administrative capacity to discharge the functions of the grade.
- Strong team working skills and ability to liaise with colleagues across the organisation
- Excellent process-focused experience evidenced by follow-through of tasks to completion
- Professional Social Media content management and Scheduling experience is desirable
- Wordpress Content Management System skills are desirable.
- A qualification in Event Management, Desktop Publishing or Adobe Suite, Business Administration or Media Studies is desirable, however opportunities to study for these qualifications may arise in time.

Skills & Interests

In addition to the above, Internal communications officers need:

- Excellent written communication and editing skills;
- Good project management skills;
- Accuracy and an excellent eye for detail;
- An ability to clearly communicate complex issues in accessible formats including Person-to-Person, Digital and Print methods.

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Why Work at the National Rehabilitation University Hospital

The NRH is a dynamic, multi-disciplinary, inclusive and friendly environment which offers an opportunity of working in a new world class, state of the Art Hospital Facility. The NRH is a University Teaching Hospital with onsite Academic and Research Centre. The NRH are committed to ensuring that all staff reach their full potential during their employment at the Hospital and provides access to training, education and Continued Professional Development.

Some of the other benefits we offer as an Organisation include:

On-site Free Car Parking	Shorter Working Year Scheme
Access to Public Transport	Occupational Health Service
Public Service Pension Scheme	Staff Support & Wellbeing Initiatives
Staff Restaurant (subsidised) and Coffee Shop	Savings Schemes
facilities on-site	Bike to Work Scheme
Flexible Working Arrangements	Tax Saver Travel Scheme

Applicants for the above post should submit a letter of application and Curriculum Vitae to arrive not later than 12:00 noon on Friday 27th January to Patrizia Cerruti, Human Resource Department or email nrh.recruitment@nrh.ie. Job descriptions are available on request Patrizia Cerruti or at www.nrh.ie/careers.

Informal enquiries to Ms Rosemarie Nolan email Rosemarie.Nolan@NRH.IE

Shortlisting will be carried out on the basis of the information supplied in your CV. The criteria for Shortlisting are 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.

A panel for Temporary/Permanent Part time posts may be formed from those interviewed.

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