

## **Nursing Administrator - Merrion Fertility Clinic**

Merrion Fertility Clinic is a not-for-profit organisation affiliated to the National Maternity Hospital. We offer a wide range of **assisted reproductive services** ranging from ultrasound monitoring for ovulation to IVF and ICSI. Most recently the Clinic, in collaboration with the Irish Cancer Society, has launched the Childhood Cancer Fertility Project, a new ground-breaking initiative aimed at protecting the future fertility of children, adolescents and young adults undergoing cancer treatment.

As the Clinic continues to grow, we are now looking to add a dynamic administration professional to our nursing team.

## **Nursing Administrator – Nursing Department**

The role of the Nursing Administrator is to provide high quality administration support to the nursing department. Duties will include (*but are not limited to*) the following:

### **Stock Ordering & Management:**

- Stock ordering for nursing department, ensuring adequate supplies of stock at all times.
- Raising Supplier PO's on Sage and forwarding them to Supplier.
- Following up with Suppliers on any outstanding deliveries.
- Receiving all nursing deliveries onto Sage and reporting any missing/damaged stock to Supplier.
- Liaising with Accounts Payable to ensure Supplier invoices are paid in a timely manner.
- Entering nursing product codes and prices onto Sage.
- Regular stock-taking.

### **Other Duties:**

- Liaising with the Quality Department on record maintenance.
- Assisting Nurse Manager with organising equipment servicing.
- Document scanning.
- Photocopying.
- Prepare viral screening blood forms after Pre-IVF consults.
- Taking phone messages for nurses and forwarding them on to the relevant person.
- Answering general patient queries (non-clinical).
- Other general administration duties as requested by the Nurse Manager.

On-site training will be provided.

### **Candidate requirements:**

- Minimum 2 years' experience working in an administration role.
- Excellent communicator with good listening skills.
- Exceptional phone manner and customer service skills.
- Strong understanding of patient confidentiality and discretion.
- Trustworthy with an initiative driven attitude.
- Strong attention to detail and ability to multi-task.
- Excellent typing skills.
- Be proactive, enthusiastic, and willing to take on new challenges.

- Ability to cope well under pressure.
- Microsoft Office Suite software skills – Word, Excel, Outlook.
- Experience of working with Sage accounting software desirable but not essential as training will be provided.

Working hours 8 per day, 40 per week, Monday to Friday. Flexibility will be required as start and finish times may vary between the hours of 07:00am – 8:00pm.

Salary offered is dependent on experience and skills.

**Skills:**

Good Team Player, Professional, Good Listening Skills, Computer Skills, Discretion, Excellent Communication Skills

**Benefits:**

Group Life Assurance/Income Protection, Employee Assistance Programme, Bike to Work, Tax saver.

Applicants should forward a CV and Cover Letter via email to: Jennifer Donnelly, HR Manager [jdonnelly@merrionfertility.ie](mailto:jdonnelly@merrionfertility.ie).

Closing date 30th April 2021

**The Clinic reserves the right to close the position early should a sufficient amount of applications be received.**