



An tOspidéal Náisiúnta Máithreachais
The National Maternity Hospital

WE ARE HIRING!



Grade IV Administrator Neonatal Department

This is a permanent, full time contract of employment.

The successful candidate will have:

- Minimum of 3 years' administration experience, good computer skills, be highly organised and will be capable of multi-tasking in a busy work environment with excellent communication skills.
- Proficiency in Microsoft Office applications and a high standard of audio typing, with a minimum typing speed of 70 words per minute.
- Experience using hospital information systems, including iPIMS, MNMCS, TPRO, Agfa Scheduler and Agfa Xero Viewer, or similar electronic patient management and scheduling systems
- Experience providing reception and administrative support, liaising professionally with patients, families, multidisciplinary teams and members of the public

The NMH is an equal opportunities employer.

JOIN US

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WITH US**

**EXCEL
WITH US**

HOW TO APPLY

INTERESTED CANDIDATES
SHOULD PLEASE APPLY VIA OUR
RECRUITMENT PLATFORMS ON
WWW.REZOOMO.COM WITH
YOUR CV & COVER LETTER
DETAILING HOW YOU ARE
SUITABLE
FOR THE POSITION

**FURTHER INFORMATION
AND A FULL JOB
DESCRIPTION ARE
AVAILABLE BY EMAILING
ROSLYN.FARRELLY@NMH.IE**

**CLOSING DATE FOR
APPLICATIONS:
3PM 12TH NOVEMBER 2026**