

OH Administrative Assistant – Part Time Role

Cognate Health Ltd. is a premier nationwide provider of Occupational Health and Wellness Solutions. Our Network extends throughout Ireland and we provide Occupational Health Services to clients across a broad range of sectors. We are recruiting for a part time Administrative assistant to support the Occupational Health dept in a busy Dublin Hospital.

Main Responsibilities:

- Ensure daily routine running of the OH department, including meeting patients, checking the shared mailbox, checking post, filing of notes and other paperwork
- To effectively manage the department's appointment system and organise own time efficiently
- The coordination of appointments/Clinics for OHA & OHP,
- Manage employee appointment systems, including health screening, doctor's appointments
- Process necessary paperwork on a regular basis, for example, new starters and leavers
- Preparing medical notes and paperwork for clinics
- Follow up on outstanding medical reports
- Typing confidential letters and reports
- Maintaining archiving system and appropriate disposal of clinical records
- Maintain electronic filing system
- Support & coordinate wellbeing events and activities
- Compiling and processing invoices
- Maintain a safe and secure working environment
- Assisting with departmental risk assessments, stock control, ordering of supplies and organising the department equipment calibration and maintenance
- Administrative support to OH staff as required

Essential competencies/qualifications

- PC literate with competency using MS Office with Excel, word and outlook skills at intermediate level
- Demonstrable administrative and organisational skills
- Numeracy skills with invoice processing experience desirable, though training is available
- Attention to detail is of high importance for this role
- Effective communication skills and confidence to approach all members of staff
- Demonstrate initiative, self-motivation, self-management
- Flexible approach
- Team worker