

# JOB VACANCIES

12th October 2015

**Do you need help with any of the following?**

- ✓ **Job Searching**
- ✓ **Curriculum Vitae (CV's)**
- ✓ **Cover Letters**
- ✓ **Career Guidance**
- ✓ **Information Service**
- ✓ **Education & Training**
- ✓ **Job Club Training**

**Call in to one of our local employment service offices below for a free, friendly & confidential service.**



Head Office, West Main Street, Cahersiveen.

37 A High Street, 2nd Floor, Killarney.

Library Place, Killorglin.

21 Henry Street, First Floor, Kenmare.

Tel: 066 – 947 3068

Tel: 064 – 663 6966

Tel: 066 – 976 2444

Tel: 064 – 664 2444

## General Vacancies

### Deli Staff & Sales Assistant

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**Hours:** Full-time & part-time positions available.  
**Location:** North Kerry Area.  
**Application:** Box No. 4050 Kerry's Eye Newspaper, Ashe Street, Tralee.

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### Child carer

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**Requirements:** Level 6 or higher qualification in Early Childhood Care and Education, fluent English, excellent interpersonal and communication skills, experience in childcare an advantage.

**About:** Killorglin Family Resource Centre invites applications to form a childcare panel for our preschool and afterschool services to cover long and short time staff leave. Candidates will be shortlisted on the basis of information supplied on C.V.s.

**Location:** Iveragh Park, Killorglin, Co. Kerry.

**Application:** Forward C.V. & references to launehildcareservice@gmail.com to be received no later than 16:00 on Friday, 16<sup>th</sup> October 2015.  
**Tel:** 066 – 976 2933

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### Sales Assistant

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**Required:** The following requirements are desirable but not essential.  
2-3 years sales experience preferably in Nursery, experience in sales, customer service and merchandising preferred, good spoken and written communication skills in English, knowledge of computer skills and advantage, ability to work well in a team, presentable, proactive and willing to be flexible with working hours, be available to work weekends, due to the nature of this business being a parent would be a distinct advantage.

**Additional:** Full training of approximately 18 months will be provided for the right candidate.

**Application:** Apply with C.V. to Tralee Nursery Supplies, High Street, Tralee.

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### Practice Nurse

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**Hours:** 32 hours a week. This is a short term position to cover maternity leave. Starting from December 2015 and ending in August 2016.

**Location:** Killarney, Co. Kerry.

**Employer:** The above position is available at a modern, dynamic Medical Centre located in Killarney. It is a fully computerised practice and has, 3 GPs, phlebotomist, practice manager and excellent administrative support.

**Required:** Candidates must have a minimum of 2 years' practice nurse experience.

Continued overleaf...

**Duties:** Childhood vaccinations, bloods, maternity checks, cervical smears, diabetic checks, women's health (assisting GPs with Mirenas and Implanons), travel vaccines (experience is desirable), ordering of vaccines / stock.

**Application:** Please e-mail your C.V. to [cahernanmed@eircom.net](mailto:cahernanmed@eircom.net)

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### **Nurse on call**

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**Hours:** Self-appointed as this is a self-employed position, work as much or as little as you like. Work this week, get paid next week.

**Employers:** Huge variety of work available from HSE, DATHS & private hospitals to less acute care environments such as care of the elderly, ID services and HSE home care.

**Benefits:** In charge of own work schedule. Able to work around family life when it suits you. Great for people looking to pursue a new career and keeping themselves funded. HSE Qualification & location allowances payable.

**Requirements:** The above position is available for RGNs, RCNs, RMs, RPNs and RNIDs. New graduates and nurses returning to work also very welcome.

**Application:** For more information, please call Tanya Gorey on 01 – 496 5199 (Mon-Fri 9-5).

**E-Mail:** [nurseoncalljobs@nurseoncall.ie](mailto:nurseoncalljobs@nurseoncall.ie)

**Web:** [www.nurseoncall.ie](http://www.nurseoncall.ie)

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### **Electricians, Electrical foremen and Electrical helpers**

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**Employer:** Silverback has emerged in recent years as one of the leading employment agencies for Irish based trades workers looking for work opportunities. SilverBack works throughout Scandinavia and counts many of the largest Swedish, Norwegian and Danish contractors among our clients.

**About:** For various industrial and commercial projects in Scandinavia we are looking for qualified electricians. In return we can offer the following: excellent, Scandinavian level salaries, attractive working hours with time at home every three to four weeks, single accommodation, flights and travel provided.

**Application:** Please e-mail your C.V. and trades papers to [work@silverback.ie](mailto:work@silverback.ie) or call for more info.

**Tel:** 01 – 441 0102

**Web:** [www.silverback.ie](http://www.silverback.ie)

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### **Business & Office**

#### **Centre Manager**

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**Hours:** The working week will be for 39 hours to be worked flexibly to suit the demand for the centre as set out by board of directors. The contract term will be annually and subject to Pobal funding.

**Employer:** Ballyheigue Social Economy Enterprise LTD.

**Continued overleaf...**

**Duties:** To be responsible for the overall management and development of the Ballyheigue Community Centre.

**Application:** For an application form and further details call or e-mail to the contact details below. Closing date for receipt of applications is Thursday 15<sup>th</sup> of October 2015.

**E-Mail:** ballyheiguecommunitycentre@gmail.com

**Tel:** 066 – 713 3147

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## **Program Director**

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**About:** For our Ireland in Depth Tours we are currently looking for Program Directors for 2016 and beyond who are willing to go outside of their comfort zone to provide travellers with unforgettable experiences!

We operate land tours with a capacity of 42 passengers to destinations such as Belfast, Derry, Galway, Killarney, Cork, Kilkenny and Dublin.

**Employer:** Grand Circle Travel

**Job description:** Our team of Program Directors provides first-hand knowledge and insight that make local life, in both its pleasant and controversial aspects, come alive. Coupled with their unbridled enthusiasm, caring personalities, and ability to bring diverse groups of travellers together, our Program Directors ensure that travellers' experience with Grand Circle Travel is one to remember for a lifetime.

The primary role of the PD is providing city walks, giving recommendations for free time and accompanying the free time options. Equally important for the role are organizing discussions, talks & briefings. Previous guiding experience is not necessary but is desirable.

**Application:** If you feel you have the right qualities to work with Grand Circle Travel, please e-mail your C.V. to the address below. Interviews will be held in Dublin at the end of November and all applications will be strictly confidential.

**E-Mail:** scautela@oattravel.com

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## **Office Administrator**

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**Required:** Must have excellent knowledge of Microsoft office knowledge of kitchen trade an advantage.

**Employer:** Leane's Kitchens and Bedrooms.

**Application:** Please e-mail your C.V. to Padraig.leanes@leanes.com

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## **Medical Secretary**

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**Hours:** Part-time position, immediate start.

**Location:** Kerry Area.

**Requirements:** Experience in General Practice desirable. Proficiency in typing and the HealthOne computer programme. Good telephone manner and organisational skills essential.

**Application:** Please e-mail your C.V. to generalpracticekerry1@gmail.com

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**Office Administrator**

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**Hours:** Part-time, 9:30 – 2:30 Mon-Fri.  
**Location:** Killarney  
**Additional:** Previous office experience is an advantage.  
**Application:** Applications including C.V. in writing to PO Box No. DS606C, The Kerryman, 9 Denny St., Tralee, Co. Kerry.

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**Teller**

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**Hours:** Part-time.  
**Location:** Listowel

**About:** A vacancy has arisen for a part-time Teller to work in Listowel Credit Union on a twelve month fixed term contract. The position requires flexibility with regard to working hours and availability to provide holiday and sick leave cover for full-time staff. The contract will consist of a minimum of twenty hours per week, with flexibility to work up to 38 hours per week, if required.

The successful candidate will be responsible for carrying out a range of operational and administrative duties that will contribute to the effective running of the day to day operations of the credit union.

**Duties:** Provide service to the members at the counter to enable them to make lodgements, withdrawals, loan draw down and repayments, bill payment and foreign exchange. Explain products and services to members. Process loan applications and refer them to the appropriate loans officer. Accurately and diligently handle cash; reconcile balances and accounts for any shortfall / excess. Complete other duties as required by management.

**Requirements:** Experience working in a credit union or other financial institution. Good I.T. skills, excellent administration skills and attention to detail, professional qualification such as ACCUP, CUA or QFA would be an advantage, but not essential.

**Application:** Please apply in writing with full C.V. to The Assistant Manager, Listowel Credit Union, Church St., Listowel, Co. Kerry. The closing date for receipt of applications is Friday 16<sup>th</sup> October 2015.

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**Trainee Sales Person**

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**About:** Selling Finance for cars in the Motor industry.  
**Requirements:** The ideal candidate will be outgoing and have excellent communication skills. Training will be provided, no experience is necessary.  
**Application:** Please apply with C.V. to box number 3299, Killarney Advertiser, Unit 1C, Park Place, High Street, Killarney.

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## **Team Leader**

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- Location:** Listowel
- About:** Applications are invited for the position of Team Leader at the Listowel Value Centre. The successful candidate will provide support to the Value Centre Management Team to ensure the Cash & Carry operates in a professional and compliant manner.
- Duties:** Providing support in the absence of the Cash & Carry Manager / Assistant Manager, and to carry out any duties as required (including key holding responsibilities).  
Liaising with suppliers and customers to ensure queries are resolved efficiently and effectively.  
Working in conjunction with management in relation to effective replenishment and stock control in line with company procedures, whilst also ensuring stock availability to meet customer needs.  
  
Ensuring security of Cash & Carry is maintained, protecting employees and stock.  
Ensuring the effective supervision of employees in the Value Centre.  
Contribute to the operation of the branch in a customer focused / friendly manner.
- Requirements:** Be a highly motivated self-starter, computer literate. Have strong interpersonal skills, with the ability to communicate with customers and suppliers in a professional manner. Have experience in a customer-facing role in the licensed and/or grocery, catering trade.  
Have the ability to contribute to the management of day-to-day floor operation of the Cash & Carry, including staff, stock control, deliveries & merchandising. Have previous buying and stock control experience (advantageous). Have some knowledge of HACCP.
- Application:** Please e-mail your application and C.V. to [jmaguire@bwg.ie](mailto:jmaguire@bwg.ie) or send a letter of application to Manager, Value Centre Cash & Carry, Bridge Road, Listowel, Co. Kerry. The Closing date for applications is Friday 16<sup>th</sup> October 2015.
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## **Accounts Assistant**

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- Requirements:** Accounting Technician Qualification. Payroll / Administration. Excellent communication and organisational skills. Good I.T. skills eg, Sage, Micropay, Excel, Word, Outlook. Ability to work under pressure and handle several projects at one time.
- Employer:** Forest Produce Ltd, is a premier supplier of cut foliage to the U.K. and European supermarket flower industry. With over 400 acres of production across Europe the company's reputation as leaders in research and development and innovation within the industry has steadily grown.

**Continued overleaf...**

**Location:** Forest Produce Ltd, Clahane, Ballyard, Tralee, Co. Kerry.

**Application:** For further information on the role is available by e-mailing  
michelle@forestproduce.ie

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### **Office Personnel**

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**Employer:** Munster Joinery

**Duties:** Working within a team environment. Handling inbound/outbound calls for new and existing customers. Handling customer queries and necessary follow up actions. Provide administration support. Inputting data entry using various computerised packages.

**Requirements:** A third level or FETAC qualification. Strong administration and organisational skills with excellent attention to detail. Computer proficiency including Microsoft applications. Professional attitude & ability to work on own initiative. Excellent verbal & written standard of English.

**Application:** Please send your C.V. by e-mail to personnel@munsterjoinery.ie

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### **Business Development Manager**

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**About:** A Killarney based company is currently recruiting for a pro-active person to join a team to focus on both existing customers and generating new business.

**Hours:** This is a full-time position which includes attending out-of-office-hours functions and events.

**Duties:** Responsible for generating new business. Establishing, developing and managing existing clients. Assessing clients' needs and identifying new business & opportunities.

**Requirements:** Self-starter, ability to work on one's own initiative. Effective relationship builder, with excellent written administration and communication skills. Previous experience in a Business Development role, involving sales to corporate customers.

**Application:** Please apply with your C.V. to box number 3298, Killarney Advertiser, Unit 1C, Park Place, High Street, Killarney.

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### **Hotel & Catering**

### **Breakfast / Accommodation Assistant & Kitchen Porter**

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**Employer:** Murphy's Bar Killarney

**Required:** Both positions require competent, friendly and experienced people. An excellent level of working English is essential. Open all year round.

**Continued overleaf...**

**Application:** Please apply with C.V. to HR Manager, 18 college Street, Killarney, Co. Kerry.  
**E-Mail:** marian@murphysofkillarney.com

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### Sous Chef

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**Employer:** Absolute Hotel  
**About:** To join our award winning Head Chef. To be part of our small brigade in this four star hotel with 99 rooms, absolute bar & grill and C&B facilities. Our hotel is the no.2 ranked hotel on TripAdvisor in Limerick.

**Application:** Please send your C.V. to the e-mail address below.  
**E-Mail:** chef@absolutehotel.com                      **Web:** www.absolutehotel.com

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### Waiting & Bar Staff

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**Employer:** The International Hotel is an award winning luxury four star hotel looking to recruit the above positions to share in our passion for delivering the highest standard of customer service.

**Location:** Killarney.

**Hours:** These positions are permanent and full-time.

**Required:** Fluent English and a minimum of 1-2 years' experience in a similar role are essential.

**Application:** C.V. applications in writing or by e-mail to Anne Marie Collins, International Hotel, Kenmare Place, Killarney.

**E-Mail:** annemarie@killarneyinternational.com      **Tel:** 064 – 663 1816

**Web:** www.killarneyinternational.com

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### Hairdresser

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**Employer:** The Peninsula Spa, at the Dingle Skellig Hotel.

**About:** "We want a new member to join our spa team. We are looking for an inspiring hairdresser who has a passion for making people look and feel fantastic in our Blow Dry Bar." Reception may also be included in duties.

**Requirements:** Minimum of 2 years' experience.

**Application:** Please e-mail your C.V. to spaoffice@dingleskellig.com

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### Food & Beverage Assistants

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**Employer:** The Brehon Killarney

**Requirements:** Previous experience of working in a similar style operation, including restaurant, bar and banqueting. Excellent communication and organisational skills are required for these positions.

**Application:** Please apply with full details of your work experience, including contact details of your references to Ann O'Leary, Human Resources Department, hr@thebrehon.com by Friday October 16<sup>th</sup>.

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## Hotel Receptionist

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**Employer:** International Hotel

**Location:** Killarney.

**About:** The International Hotel is an award winning luxury 4 star hotel looking to recruit the following position to share in our passion for delivering the highest standard of customer service.

**Hours:** This is a permanent full-time position.

**Requirements:** The ideal candidate must have a warm & welcoming personality, have excellent communication skills, customers service skills and a high standard of personal presentation. Please note that the position strictly requires a minimum of 2 years Hotel reception experience. Fluent English required.

**Additional:** Excellent conditions and competitive remuneration for suitable applicant.

**Application:** C.V. application in writing or by e-mail to Anne Marie Collins, International Hotel, Kenmare Place, Killarney.

**E-Mail:** [annemarie@killarneyinternational.com](mailto:annemarie@killarneyinternational.com)      **Tel:** 064 – 663 1816

**Web:** [www.killarneyinternational.com](http://www.killarneyinternational.com)

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## Bar Personnel

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**Hours:** Full-time and part-time.

**Requirements:** Must have previous experience in food & beverage service in a quality environment. Excellent customer care skills and fluent English required.

## Restaurant Personnel

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**Hours:** Full-time and part-time positions available.

**Requirements:** Must have experience in a 4 or 5 star property. Excellent customer care skills and fluent English required.

**Employer:** The Killarney Park Hotel.

**Application:** Applications in writing to The Personnel Manager, The Killarney Park Hotel, Town Centre, Killarney, Co. Kerry. Or drop by the hotel to fill out an application form. Closing date for receipt of Applications, October, 18<sup>th</sup> 2015.

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To apply for vacancies advertised with Employment Services, it is important that you contact your local employment office in the first instance, as application details may vary. Please note vacancies are current at time of going to press. For other jobs check [www.welfare.ie](http://www.welfare.ie) or the touch screen computers in all Employment Services offices

**REF: 974877 APPRENTICE FITTER WELDERS**  
**REF: 974876 INDUSTRIAL SANDBLASTER & SPRAY PAINTER**  
 The above vacancies are available in Milltown.

**REF: 974767 SECURITY OFFICERS**  
 Castleisland. We are looking for fully qualified security officers with a valid PSA licence and a current safepass. Immediate start. the hours will be 1700 - 0800 each night with 24hr cover required at the weekends. The job entails guarding machinery and equipment at an ESB substation.

**REF: 974197 COMMERCIAL ELECTRICIANS**  
 Required for an upcoming project in Tralee. There are 4 positions which are subject to a trial week to ensure you are suited to the job.

**REF: 973978 STAFF NURSE**  
 Registered and experienced Staff Nurses required for a beautiful HIQA accredited Nursing Home located in Killarney.

**REF: 973812 BHS HORSE RIDING INSTRUCTOR**  
**REF: 973801 YARD ASSISTANT RIDER & GROOM**  
 The above vacancies are available in Killarney.

**REF: 973784 PAYROLL & HR ADMIN**  
 Experienced payroll administrator required for a busy hotel in Tralee. Knowledge of Sage Micro pay an advantage. The successful candidate will be responsible for processing the weekly payroll, maintaining staff records and the production of weekly reports. Other duties will include general administration.

**INTERNSHIPS**

- Ref: 975893 Caretaker/Maintenance – Ballybunion
- Ref: 975892 Technical Assistant – Ballybunion
- Ref: 975719 Marketing/Telesales – Ballybunion
- Ref: 975656 Beauty Therapist - Portmagee
- Ref: 974634 Service Advisor – Castleisland
- Ref: 974620 Parts Advisor – Castleisland
- Ref: 974267 Administration Assistant – Kerry County
- Ref: 973908 Montessori Assistant – Dingle
- Ref: 973485 Receptionist/Website Admin – Killarney
- Ref: 973225 Web & Graphic Design, Social Media & Digital Marketing Assistant – Listowel
- Ref: 972908 Assistant Project Engineer – Tralee
- Ref: 972851 Health Care Assistant – Tralee
- Ref: 972820 Office Assistant - Killarney

**COMMUNITY EMPLOYMENT**

- Ref: 975012 Childcare Assistant – Killorglin
- Ref: 974705 Catering Assistant – Castleisland
- Ref: 974404 Cleaner/Maintenance Person – Beaufort
- Ref: 974401 Graveyard Maintenance Person – Beaufort
- Ref: 974400 Tidy Towns Maintenance Person – Beaufort
- Ref: 974397 Community Centre Assistant – Beaufort
- Ref: 974353 Community Alert Admin - Glenbeigh
- Ref: 973581 Evening Caretaker/Receptionist – Tralee

**To find out more on any of the above vacancies or services**

You can visit our website at: [www.welfare.ie](http://www.welfare.ie) Or  
 You can contact a Employment Service Office in:  
 14 Edward Street, Tralee (066) 7183332/62