

# South Kerry Local Employment Services

## JOB VACANCIES

18<sup>th</sup> January, 2016.

Free for your benefit.

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

### South Kerry Local Employment Services

✓ Job Searching	Head Office, West Main Street, Cahersiveen.	Tel: 066 – 947 3068
✓ Career Guidance	37A, High Street, 2nd Floor, Killarney.	Tel: 064 – 663 6966
✓ Information Service	Library Place, Killorglin.	Tel: 066 – 976 2444
✓ Education & Training	21, Henry Street, First Floor, Kenmare.	Tel: 064 – 664 2444

### Killarney Jobs Club

✓ Curriculum Vitae (C.V.'s)	37A, 2 <sup>nd</sup> Floor, High Street, Killarney.	Tel: 064 – 663 7833
✓ Cover Letters		
✓ Jobs Club Training		

Our offices are open from Monday to Friday

9:00 – 17:00

(Except lunchtime)



Working under contract for the  
Department of Social Protection



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## General Vacancies

### Bus Escort

- Employer:** St. Francis Special School.  
**Location:** Kenmare / Beaufort.  
**Duties:** To accompany pupils to and from St. Francis Special School, Beaufort, Co. Kerry. Bus leaves Kenmare at c. 7:00am and returns there at 10:00am. In the evenings, bus leaves Kenmare at 1:15pm to return at c. 4:30pm.
- Application:** Please send C.V. with a cover letter, a copy of references & S.A.E to: Bus Escort Application, Chairperson, St. Francis Special School, Beaufort, Co. Kerry.  
Closing date for receipt of applications is 25<sup>th</sup> of January, 2016.

### Bus Escort

- Employer:** St. Ita's & St. Joseph's School.  
**Location:** Tralee, Glenbeigh, Killorglin, Beaufort, Listry, Miltown & Castlemaine.  
**About:** Permanent post required for length of time that the route will be in operation. For St. Ita's and St. Josephs School (Roll number: 19376D) under the Patronage of the Catholic Bishop of Kerry.
- Application:** Applications with C.V. to: stitasinterviews@gmail.com  
Closing date for receipt of applications is 27<sup>th</sup> of January, 2016.

### Dairy Farm Operatives

- Location:** Mid Kerry / Listowel / Rathkeale  
**Duties:** Milking cows / Feeding and moving livestock / paddock management / operating agricultural machinery / cleaning and maintaining farmyard
- Requirements:** Dairy Farm Experience  
Candidates must have experience of milking and calving and willing to work flexible hours and days including weekends.
- Application:** Joanne Griffin, South Kerry Development Partnership Ltd, Library Place, Killorglin, Co. Kerry. jgriffin@skdp.net

### Counter Sales Person / Warehouse

- Employer:** Kelliher's Electrical  
**Location:** Killarney  
**Duties:** Counter sales; Cash handling; operation of counter, tills and computer system; Maintain a good order and cleanliness in counter and warehouse area; Stock control and maintenance;
- Requirements:** The ideal candidate will meet the following: some experience in the electrical trade or the building trade; Full clean driving licence; Must be computer literate; Good people skills.
- Application:** Applicants should e-mail their C.V. along with a cover letter describing why they are suited for this position.  
Closing date for receipt of applications is 20<sup>th</sup> January, 2016.  
**E-Mail:** brian.hollywood@rexel.ie

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**Taxi Driver**

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**Requirements:** PSV licence essential.

**Application:** Please send your application to Box No. 3319, Killarney Advertiser, Unit 1C, Park Place, High Street, Killarney.

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**Site Installer**

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**Employer:** O'Carroll Engineering.

**Location:** Killarney.

**Requirements:** Experience in site installation, fitting and welding work would be beneficial. Availability and willingness to travel is a requirement; Valid Safe Pass and UK CSCS card would be beneficial, but not necessary for application as training will be provided.

**Application:** Please e-mail a C.V. and a cover letter to [hr@ocarrollengineering.com](mailto:hr@ocarrollengineering.com)  
Closing date for receipt of applications is 20<sup>th</sup> of January, 2016.

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**Sales – Electrical & Lighting**

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**Location:** Killarney

**Duties:** Sales of relevant products  
Maintenance of showroom and displays  
Arranging quotations / dealing with customers / dealing with queries  
Advisory & Merchandising duties

**Requirements:** Experience in a sales role required  
Electrical / design / interior design experience desirable  
Ability to work as part of a team  
Good level of computer competence

**Application:** Joanne Griffin, South Kerry Development Partnership Ltd, Library Place, Killorglin, Co. Kerry. [jgriffin@skdp.net](mailto:jgriffin@skdp.net)

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**Service AG / Turf Specialist**

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**Location:** Killarney

**Duties:** Perform diagnostics and repairs on agricultural machinery  
Complete all reports required  
Deal with queries

**Requirements:** Experience Essential  
Ability to perform repairs and required maintenance using special tools and equipment  
Knowledge of mechanical, electrical and hydraulic systems.  
Good customer relationship skills  
Ability to work in a team environment

**Application:** Joanne Griffin, South Kerry Development Partnership Ltd, Library Place, Killorglin, Co. Kerry. [jgriffin@skdp.net](mailto:jgriffin@skdp.net)

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### Carer & Laundry Worker

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**Employer:** St. Joseph's Home, Killorglin.  
**Location:** Killorglin.  
**Hours:** Full-time & part-time positions available.  
**Application:** Please e-mail an application to either Martina Felkel at [mfelkelstjosephs@eircom.net](mailto:mfelkelstjosephs@eircom.net)  
Or to Sister Helena at [Margaret.lyne@21.com](mailto:Margaret.lyne@21.com)

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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;  
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 are also very welcome.

**Application:** For more information, please call Shiona O'Carroll 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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### Assisted Living Services Coordinator

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**Employer:** Irish Wheelchair Association.  
**Location:** Tralee.  
**Duties:** Managing the daily operation of the Assisted Living and IWA at Home Services in the Kerry area, enabling both ALS and private clients to get maximum outcomes from their service.

**Requirements:** Excellent management and communication skills are essential;  
A professional qualification in one of the following/associated disciplines – Registered Nurse, Social Worker; Occupational Therapist, Community Development, Education or other relevant experience; Experience of working with people with disabilities or marginalised group is desirable. Experience managing people is desirable.  
Excellent communication and organisational skills along with the problem solving abilities are essential. Knowledge of payroll administration would be desirable. A good level of keyboard and Microsoft Office skills are a prerequisite. A full driving licence is required, as there will be travel associated with this position.

**Application:** To apply, please submit a current C.V. and cover letter to [hr@iwa.ie](mailto:hr@iwa.ie)  
Closing date for receipt of applications is 27<sup>th</sup> of January, 2016.

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### Shop Manager

**Employer:** St. Vincent de Paul.  
**Location:** Tralee.  
**Application:** For a full job description and an application form please go to [www.svp.ie/Jobs](http://www.svp.ie/Jobs)  
 Apply online directly or post a completed application form to Human Resources,  
 SVP House, 91-92 Sean McDermott Street, Dublin 1.  
 Closing date for receipt of applications is 25<sup>th</sup> of January, 2016.

### Sales Manager

**Employer:** Prima Finance Ltd. Debt Solutions.  
**Location:** Killarney.  
**Duties:** Liaising and advising potential new clients on a range of financial services and products.  
**Requirements:** Previous experience in a financial sales role offers a distinct advantage.  
**Benefits:** An extensive in-house training programme will be provided.  
**Application:** Please e-mail a C.V. to [coshea@primafinance.ie](mailto:coshea@primafinance.ie) before 29th January 2016 quoting the job reference (SMX1).

### Client Manager

**Employer:** Prima Finance Ltd. Debt Solutions.  
**Location:** Killarney.  
**Duties:** Assisting & advising clients financially in line with our Debt Management procedures.  
 Dealing with clients' associated banks/creditors on a daily basis;  
 Dealing with internal office systems & admin duties;  
**Application:** Please e-mail a C.V. to [coshea@primafinance.ie](mailto:coshea@primafinance.ie) before 29th January 2016 quoting the job reference (CMY2).

### Accountant

**Employer:** OCKT Ltd.  
**Location:** Tralee.  
**Hours:** Full-time.  
**Requirements:** The successful candidate must be reliable, have excellent attention to detail and will possess the ability to work as part of a team as well as possessing good communication skills.  
**Application:** To apply please e-mail a C.V. to [info@ockt.ie](mailto:info@ockt.ie) before Friday 29<sup>th</sup> January.

### Accounts / Admin Assistant

**Location:** Killarney Town  
**Hours:** 16 + Hours per week  
**Duration:** Maternity Cover only  
**Duties:** Cash Handling  
 Balancing of Cash Registers / Lodgements of same.  
 Data entry re invoices. Payment of suppliers. Calculation of wages

Continued overleaf...

**Requirements:** Matching of invoices and reconciling of statements  
Dealing with queries  
Experience essential in a similar role  
Computer literate with a good knowledge of excel and internet banking.  
Honest and trustworthy.

**Application:** Joanne Griffin, South Kerry Development Partnership Ltd, Library Place, Killorglin, Co. Kerry. [jgriffin@skdp.net](mailto:jgriffin@skdp.net)

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### Office Administrator

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**Employer:** Irish Health Foods. Ltd  
**Location:** Cork.  
**Requirements:** Knowledge of computerised accounting systems;  
Proficient in Microsoft Word and Excel;  
Clear communication skills both written and oral.

**Application:** Please e-mail a C.V. with references to [jobs@iihealthfoods.com](mailto:jobs@iihealthfoods.com)  
**Tel:** 026 – 65 750

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### Accounts Assistant

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**Location:** Killarney  
**Hours:** 20 Hours per week  
**Duration:** Maternity Cover  
**Duties:** Data Entry.  
Maintenance of Sales & Purchases Ledger for UK & Irish Branch  
Matching of invoices and reconciling of statements  
Dealing with queries

**Requirements:** Experience essential

**Application:** Joanne Griffin, South Kerry Development Partnership Ltd, Library Place, Killorglin, Co. Kerry. [jgriffin@skdp.net](mailto:jgriffin@skdp.net)

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### Sales Manager

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**Employer:** Kerry Convention Bureau.  
**Location:** Kerry area.  
**Duties:** Develop new pipelines for Corporate and Incentive Business to KCB;  
Maximise International Business Tourism (Volume & Revenue) to Kerry;  
Contribute to KCB Strategy & Planning process to ensure that the KCB brand offering is communicated to a worldwide network of convention, event planners and decision makers;  
This role will involve national and international travel.

**Requirements:** Ability to work as part of a dynamic team and to take a leadership role in that team;  
Delivering sales by developing relationships with key industry partners;

**Application:** Please e-mail your C.V to [kellie.doherty@kerryconventionbureau.com](mailto:kellie.doherty@kerryconventionbureau.com) by COB Friday 29<sup>th</sup>, January, 2016.

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## Education

### English Teacher (CWS15.16.67)

**Hours:** 14 Hours.  
**Location:** Causeway Comprehensive School.  
**Employer:** Kerry Education and Training Board.  
**About:** Applications are invited for the following Specific Purpose teaching post, under the aegis of Kerry Education and Training Board which may arise in the school year 2015/2016 (all appointments are to Kerry ETB – centre of first assignment is indicated here for the assistance of applicants).

A panel may be formed from these competitions from which appointments may be made in 2015/2016. This position is offered as Maternity Leave Cover.

**Required:** A teacher education qualification; Experience of teaching Religion is an advantage. Applicants are requested to submit Confirmation of Teaching Council Registration outlining subjects qualified to teach and proof of current registration with their application form. Candidates proposed for appointment with Kerry Education & Training Board must be registered in accordance with Section 31 of the Teaching Council Act, 2001.

**Application:** Please complete an application form which can be downloaded from the Kerry ETB website at [www.kerryetb.ie/opportunities](http://www.kerryetb.ie/opportunities) and return by e-mail only to the address below. No C.V.'s, only official application form will be accepted. Please note that Garda Vetting of successful candidates will take place prior to offer of employment. Canvassing will automatically disqualify.

**E-Mail:** [jobs@kerryetb.ie](mailto:jobs@kerryetb.ie)      **Tel:** 066 – 712 1488 / 066 – 712 1531

## Hotel & Catering

### SPA Therapist

**Hours:** Permanent / Immediate Start / Part-time position.  
**Employer:** Aghadoe Heights Hotel and Spa, Killarney.

**Requirements:** The ideal candidate will be energetic, highly motivated, have excellent treatment and customers service standards and work well within a busy team. ITEC, CIBTAC, CIDESCO qualifications are essential for this position. Ability to conduct beauty and body treatments, including waxing, manicures and pedicures; Experience conducting hot stone massage, reflexology and previous experience with VOYA products and treatments would be an advantage to the applicant; Applicants will have a minimum of 1 year's post-qualification experience and possess an excellent command of the English language. Shift work, flexibility and weekend availability is essential for this position. Previous experience in a spa environment is an advantage.

**Application:** Please forward a C.V. with a letter of application to [noreen.middleton@aghadoeheights.com](mailto:noreen.middleton@aghadoeheights.com)  
Closing date for applications is Friday January 22<sup>nd</sup>, 2016.  
**Tel:** 064 – 663 1766      **Web:** [www.aghadoeheights.com](http://www.aghadoeheights.com)

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## **Kitchen Assistant**

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**Location:** Tralee  
**Duties:** Check food dates and containers. Maintenance of same.  
Maintain sandwich and salad bar  
**Requirements:** HACCP trained preferable  
Interested in fresh food and produce  
Able to follow direction and instruction well  
Ability to work in a team environment  
**Application:** Joanne Griffin, South Kerry Development Partnership Ltd, Library Place, Killorglin, Co. Kerry. [jgriffin@skdp.net](mailto:jgriffin@skdp.net)

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## **Restaurant Floor Staff**

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**Location:** Tralee  
**Hours:** Daytime shifts – full time  
**Duties:** Clear Tables. Meet and greet customers  
Deliver customer orders  
**Requirements:** Competent  
Ability to work at speed  
Good customer relationship skills  
Ability to work in a team environment  
**Application:** Joanne Griffin, South Kerry Development Partnership Ltd, Library Place, Killorglin, Co. Kerry. [jgriffin@skdp.net](mailto:jgriffin@skdp.net)

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## **Bar Staff**

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**Employer:** The Golden Nugget.  
**Location:** Fossa, Killarney.  
**Requirements:** Must have experience.  
**Application:** Please e-mail an application with references to [halliseeycaroline@gmail.com](mailto:halliseeycaroline@gmail.com)

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## **Senior Receptionist**

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**Employer:** Dromhall Hotel.  
**Location:** Killarney.  
**Hours:** Full-time.  
**Requirements:** Minimum of 2 years of experience in a hotel environment.  
**Application:** Please e-mail [bernadette@randleshotels.com](mailto:bernadette@randleshotels.com) for information.

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## **Sous Chef**

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**Employer:** Dromhall Hotel.  
**Location:** Killarney.  
**Hours:** Full-time and part-time positions available.  
**Requirements:** Experience in Gastro and Bistro dining.  
**Application:** Please e-mail [bernadette@randleshotels.com](mailto:bernadette@randleshotels.com) for information.

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## **Junior Sous Chef, Chef de Partie & Housekeeping Assistants**

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**Employer:** Dromhall Hotel.  
**Location:** Killarney.  
**Hours:** Full-time and part-time positions available.  
**Application:** Please e-mail [bernadette@randleshotels.com](mailto:bernadette@randleshotels.com) for information.

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## Accommodation Assistants

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**Employer:** The Fairview.  
**Location:** Killarney.  
**Hours:** Full-time and part-time positions available.  
**Application:** Please e-mail an application to [info@killarneyfairview.com](mailto:info@killarneyfairview.com) or in writing to The Fairview, College Street, Town Centre, Killarney.  
**Tel:** 064 – 663 4164      **Web:** [www.killarneyfairview.com](http://www.killarneyfairview.com)

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## Restaurant Manager

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**Employer:** The Sheen Falls Lodge.  
**Location:** Kenmare.  
**Requirements:** At least 2/3 years of experience in a 4 star deluxe or a 5 star hotel in a similar role; In depth knowledge of food, wines and beverages; Proven focus on customer service, staff training and development.  
**Application:** For further information please visit [www.sheenfalls lodge.ie/careers/](http://www.sheenfalls lodge.ie/careers/)  
To apply for the above position please e-mail your application to the blow address.  
**E-Mail:** [personnel@sheenfalls lodge.ie](mailto:personnel@sheenfalls lodge.ie)      **Web:** [www.sheenfalls lodge.ie](http://www.sheenfalls lodge.ie)

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## Event & Wedding Executive

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**Employer:** The Sheen Falls Lodge.  
**Location:** Kenmare.  
**Requirements:** At least 2/3 years of experience in a 4 star deluxe or a 5 star hotel in a similar role; To be considered for this role all applicants must hold a similar position, have a hotel background and excellent food and beverage and hotel service standards.  
**Application:** For further information please visit [www.sheenfalls lodge.ie/careers/](http://www.sheenfalls lodge.ie/careers/)  
To apply for the above position please e-mail your application to the blow address.  
**E-Mail:** [personnel@sheenfalls lodge.ie](mailto:personnel@sheenfalls lodge.ie)      **Web:** [www.sheenfalls lodge.ie](http://www.sheenfalls lodge.ie)

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## Accommodation Supervisor

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**Employer:** The Sheen Falls Lodge.  
**Location:** Kenmare.  
**Requirements:** 12-24 months of experience in a 4 star deluxe or a 5 star hotel in a similar role; Able to manage a team;  
**Application:** For further information please visit [www.sheenfalls lodge.ie/careers/](http://www.sheenfalls lodge.ie/careers/)  
To apply for the above position please e-mail your application to the blow address.  
**E-Mail:** [personnel@sheenfalls lodge.ie](mailto:personnel@sheenfalls lodge.ie)      **Web:** [www.sheenfalls lodge.ie](http://www.sheenfalls lodge.ie)

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## Bar Staff, Receptionist, Spa Therapist, Accommodation Assistants, Kitchen Porters & Chef de Partie

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**Employer:** The Europe Hotel & Resort.  
**Location:** Killarney.  
**Requirements:** Previous experience, excellent skills and a passion for outstanding service.  
**Application:** Please send an application, outlining the roles for which you are applying, to:  
Ms Hilary O'Mara, Human Resources Manager, Killarney Hotel Ltd, Fossa, Killarney, Co. Kerry.  
**E-Mail:** [killarneyhotels.HR@liebherr.com](mailto:killarneyhotels.HR@liebherr.com)      **Tel:** 064 – 66 71300

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## Chef

**Location:** Listowel.  
**Hours:** Full-time.  
**Application:** Please e-mail a C.V. to [info@horseshoe.ie](mailto:info@horseshoe.ie)

## Other Vacancies

### Short-Term Project Worker

**South West Kerry Family Resource Centre Ltd. (SWKFRC)** are recruiting for the following position: **Short-Term Project Worker**

The post is part-time @ 12 hours per week for a period of 26 weeks to support and work in close collaboration with Voluntary Management Committee and the Project Manager to implement a Family Resource Centre project with young and new mothers.

The ideal candidate should have:

- A minimum of 2 years practice is required and a relevant academic / educational qualification including community development modules
- Knowledge and experience of the community and voluntary sector
- Proven practice of providing facilitation and group work
- Networking skills and ability to work with a range of voluntary and statutory agencies
- Practice of team work and working on own initiative.
- Practice of planning and evaluating and report writing
- Experience of providing information and support to individuals and groups
- Computer skills and knowledge of computer packages
- Excellent communication and presentation skills
- **Full driving license and access to own transport**
- Please Note: Garda Vetting will apply

For job descriptions, personnel spec please ring 066 - 948 1000 or e -mail: [swkerryfrc@eircom.net](mailto:swkerryfrc@eircom.net)

**Application requires:** C.V., covering letter and must include names of 3 referees

**Send to:** South West Kerry Family Resource Centre, 18 Main Street, Cahersiveen, Co. Kerry

**or email to:** [swkerryfrc@eircom.net](mailto:swkerryfrc@eircom.net)

**Closing date: for receipt for applications: 29th January 2016 at 5pm**

Applications received after this time will not be considered.

Shortlisting will apply on the basis of information provided.

**Interviews: will take place on Tuesday the 9th of February 2016**

This post is funded by the South West Kerry Family Resource Centre

South West Kerry Family Resource Centre is an equal opportunities employer.

## Rural Development (LEADER) Programme 2014 – 2020 Development Officers X 2

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The South Kerry Development Partnership Limited invites applications for the above positions. The aim of the Rural Development (LEADER) Programme 2014 – 2020 is to promote social inclusion, poverty reduction and the economic development of rural areas by focusing its activities on three thematic areas - economic development, enterprise development & job creation, social inclusion and the rural environment.

The Development Officers will assist and support the Rural Development Programme Manager in the implementation of the LEADER Local Development Strategy in South Kerry. The role will involve the implementation of strategic actions to assist in the animation of local enterprise, community & environmental projects, undertaking administration & animation duties including grant application procedures, processing, monitoring & project file maintenance and programme reporting to the Rural Development (LEADER) Programme Manager. Previous experience of LEADER would be an advantage. Applicants should have a good educational background, a thorough understanding of rural development principles & knowledge EU/national funding requirements, with the ability to work in a stringent regulatory environment and at least 12 months experience of working in the area of community/rural development.

Applicants must hold a current full driving licence and have his/her own car. The positions will be based at the Partnership's Offices in Killorglin/Killarney and Kenmare Co Kerry.

Salary Scale: €32,182 to €38,083 per annum dependent on qualifications and experience

Full particulars of the position are available from

**Marie Flood**

**South Kerry Development Partnership Limited,**

**West Main Street, Cahersiveen, Co. Kerry**

**Telephone 066 9472724, Fax 066 9472725, e-mail [info@skdp.net](mailto:info@skdp.net)**

Application, in the form of a Curriculum Vitae and Cover Letter should reach

***Noel Spillane, Chief Executive Officer, South Kerry Development Partnership Limited***

***West Main Street***

***Cahersiveen***

***Co Kerry***

Not later than 5:00 p.m. on Friday 29<sup>th</sup> January 2016.

South Kerry Development Partnership Limited is an Equal Opportunities Employer and acknowledges the assistance of the Department of Environment, Community & Local Government and the EU Agricultural Fund for Rural Development in supporting this post.



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 safe-pass. 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: 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.

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

**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 an Employment Service Office in:**  
14 Edward Street, Tralee (066) 7183332/62

**Services from the Killarney Library**

**The Killarney Library offers free online courses in many areas, such as IT and even for learning new languages.**

**Opening Hours:** Monday, Wednesday, Friday and Saturday: 10:00 a.m. - 5.00 p.m.  
Tuesday & Thursday: 10:00 a.m. - 8:00 p.m.

**Address:** Rock Road, Killarney, Co. Kerry  
**Librarians:** Eamon Browne, Kathleen Rice, Noreen Dennehy, Hazel Joy.  
**Phone:** (064) 663 2655  
**Fax:** (064) 663 2967  
**Email:** [killarney@kerrylibrary.ie](mailto:killarney@kerrylibrary.ie)