South Kerry Local Employment Services

JOB VACANCIES

5th September, 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.

✓ Career Guidance Tel: 066 – 947 3068

✓ Information Service

✓ Education & Training

Kenmare OfficeKillorglin OfficeKillarney Office21 Henry Street,Library Place,37A High Street,First FloorKillorglin2nd FloorKenmare,Killorglin,Killarney,

Kenmare, Killorglin, Killarney,
Co. Kerry Co. Kerry Co. Kerry

Tel: 064 6641930 Tel: 066 9761615 Tel: 064 6636966

Killarney Jobs Club

✓ Curriculum Vitae (C.V.'s) 37A High Street, 2nd Floor, Killarney.

✓ Cover Letters Tel: 064 – 663 7833

✓ Jobs Club Training

Our offices are open from Monday to Friday 9:00 – 17:00 (Except lunchtime)









Administration & Office

Accounts / Receptionist

Employer: Windmill Glazing

Location: Tralee

Job Summary: Accounts / Receptionist
Requirements:
• SAGE Experience

Excellent communication and organisational skills

Duties: • Answering telephone

Dealing with customers

Pricing

Hours: Full time (hours 09:00 - 13:00 & 14:00 - 18:00 - Monday to Friday)

How to Apply: Please send CV to Windmill Glazing, Basin View, Tralee, Co Kerry or email:

windmillglazing@eircom.net

Office Person

Employer: Kerry Mechanical Engineering Ltd

Location: Listowel

Job Summary: Office Person

Requirements: Must have experience working in a busy office and experienced in the use of

Microsoft Office Suite, especially Excel. Will also be involved in keeping

hours for Personnel for Wages and controlling Job Codes.

Hours: Part time (2-3 days weekly)

How to Apply: Please send CV to kerrymecheng@gmail.com or to: Kerry Mechanical

Engineering, Kilmeaney, Kilmorna, Listowel, Co. Kerry. Tel: 068 45005

Secretary (COMMUNITY EMPLOYMENT SCHEME)

Employer: Kilcummin Rural Development Ltd

Location: Kilcummin Village, Killarney

Job Summary: Secretary (COMMUNITY EMPLOYMENT SCHEME)

Requirements: Applicants must be eligible for Community Employment

Duties: Secretarial duties including typing, filing, email/internet, answering the

phone

Hours: Part time (19.5 hours weekly)

How to Apply: Please contact Kilcummin Rural Development Limited for further details.

Telephone 064 664 3357 or mobile: 086 157 9381. Email:

info@kilcumminparish.com

Beauty, Hair, Fitness & Leisure

Qualified Nail Technician

Job Summary: Qualified Nail Technician

Requirements: • Minimum 3 years' experience

Gel / Acrylics

How to Apply: Apply with CV to: Box No. 3388, Killarney Advertiser, Unit 1C, Park Place,

High Street, Killarney, Co Kerry

Building & Construction

Labourer

Location: Killarney

Job Summary: Labourer required by electrician for casual work to begin with, has the

potential to go full-time and may lead to an electrical apprenticeship

How to Apply: Please contact Paul Murphy on 064 663 7833 in South Kerry Jobs Club.

email: paulmurphy@southkerryles.ie

Block Laying / Brick Laying & General Labour

Location: Cork City Area

Job Summary: Block Laying / Brick Laying & General Labour

Requirements: • Minimum 3-4 years' experience

Must have experience in laying fair faced blockwork

Hours: Full time

Salary/Benefits: • Inside work for the winter

Transport can be arranged if required

How to Apply: Please Contact Michael Griffin on 087 314 3767

Education, Training & Childcare

Childcare Supervisor (Temporary)

Employer: Naionra Annascaul CLG -

Location: Castleisland

Job Summary: Childcare Supervisor (Temporary)

Requirements: • Professional qualification is Childcare is essential

• A major award in Childcare at a minimum Level 6 on the national

framework

• Written and spoken Irish is essential for this position

At least 2 years' post qualification experience of working in a position of

responsibility with children in the 0-6 age range (Third Level Work

Experience will not be counted)

Duties: The successful candidate will provide a high standard of care and education

for all children in the service, co-ordinate age appropriate for all children in the service, the day to day management of the Childcare service, ensure the

regulatory compliance of the service, work within the policies and procedures of the service as set out by the Board of Management. The successful candidate will also possess a strong team ethic, excellent

communication skills. Provide support to staff within the service including all aspects of leadership and motivation for staff team, liaise and communicate with parents and carers, liaise and communicate with parents and carers, liaise and communicate with outside agencies

with parents and carers, liaise and communicate with outside agencies

How to Apply: CV and cover letter including proof of qualification should be returned to

naionraannascaul@gmail.com

Closing Date: 7th September 2016

Pre-School / Montessori Teacher

Employer: Clearway Montessori Pre-School

Location: Killarney

Job Summary: Pre-School / Montessori Teacher

Requirements: • Minimum FETAC Level 6 in Childcare or Montessori required

Hours: Part time (Term Time Contract)

How to Apply: Apply with CV and cover letter to: ciarammc@yahoo.com

Education, Training & Childcare (continued)

Childcare Assistant

Employer: Naionra Annascaul CLG -

Location: Castleisland

Job Summary: Childcare Assistant

Requirements: • Professional qualification is Childcare is essential

A major award in Childcare at a minimum Level 5 on the national

framework

• The desired candidate must be proficient in the Irish language

 At least 2 years' post qualification experience of working in a position of responsibility with children in the 0-6 age range (Third Level Work

Experience will not be counted)

Duties: The successful candidate will provide a high standard of care and education

for all children in the service, co-ordinate age appropriate for all children in the service, the day to day management of the Childcare service, ensure the

regulatory compliance of the service, work within the policies and procedures of the service as set out by the Board of Management. The successful candidate will also possess a strong team ethic, excellent

communication skills. Provide support to staff within the service including all aspects of leadership and motivation for staff team, liaise and communicate with parents and carers, liaise and communicate with outside agencies

How to Apply: CV and cover letter including proof of qualification should be returned to

naionraannascaul@gmail.com

Closing Date: 7th September 2016

Hotel & Catering

Cook (plus Housekeeping Duties)

Location: Killarney

Job Summary: Cook (plus Housekeeping Duties)

Hours: Part time (4 hours per day from 10:00 until 14:00. Total 16-20 hours weekly)

How to Apply: Please contact Mary in Killarney Jobs Club for more information or send CV's

to killarneyjobsclub@southkerryles.ie. Telephone: 064 663 7833

Chef de Partie

Employer: Ballyroe Heights Hotel

Location: Tralee

Job Summary: Chef de Partie

How to Apply: Please contact Jonathan Collins, General Manager, Ballyroe Heights Hotel,

Ballyroe, Tralee, Co Kerry. Tel: 066 712 6796

Kitchen Porter

Employer: Ballyroe Heights Hotel

Location: Tralee

Job Summary: Kitchen Porter

How to Apply: Please contact Jonathan Collins, General Manager, Ballyroe Heights Hotel,

Ballyroe, Tralee, Co Kerry. Tel: 066 712 6796

Waiter / Waitress

Employer: Ballyroe Heights Hotel

Location: Tralee

Job Summary: Waiter / Waitress

Hours: Part time

How to Apply: Please contact Jonathan Collins, General Manager, Ballyroe Heights Hotel,

Ballyroe, Tralee, Co Kerry. Tel: 066 712 6796

Accommodation Assistants

Employer: The Heights Hotel

Location: Killarney

Job Summary: Accommodation Assistants

Requirements: • Experience in a 3 start Hotel preferable

Excellent Communication

Fluent English

Duties: Various housekeeping duties

How to Apply: To apply for this position please send your CV for the attention of Noreen

O'Leary, email: noreen@killarneyheights.ie. The Heights Hotel Killarney,

Cork Road, Killarney, Co Kerry. Tel: 064 663 1158

Hotel & Catering (continued)

Kitchen Porter

Employer: The Heights Hotel

Location: Killarney
Job Summary: Kitchen Porter
Requirements: • Fluent English

How to Apply: To apply for this position please send your CV for the attention of Noreen

O'Leary, email: noreen@killarneyheights.ie. The Heights Hotel Killarney,

Cork Road, Killarney, Co Kerry. Tel: 064 663 1158

Reservations Assistant

Employer: Randles Hotels

Location: Killarney

Job Summary: Reservations Assistant based in our central reservations office and working

as part of a team

Requirements: • Minimum 2 years' Hotel Reservations or Front Desk experience

Fluent English

Hours: Full time

How to Apply: All applications to Coral Kiely, Human Resources Manager, Dromhall Hotel,

Muckross Road, Killarney, Co Kerry or ckiely@randleshotels.com

Chef

Employer: The Fáilte - Hotel, Bar & Restaurant

Location: Killarney **Job Summary:** Chef

Requirements: Fluent English essential **Hours:** Part time / Full time

How to Apply: Apply with CV to: failtehotel@gmail.com or post to: The Fáilte Hotel, College

Street, Killarney, Co Kerry. Tel: 064 663 3404

Dining Room Staff

Employer: The Failte - Hotel, Bar & Restaurant

Location: Killarney

Job Summary: Dining Room Staff
Requirements: Fluent English essential
Hours: Part time / Full time

How to Apply: Apply with CV to: failtehotel@gmail.com or post to: The Fáilte Hotel, College

Street, Killarney, Co Kerry. Tel: 064 663 3404

Accommodation Assistants

Employer: McSweeney Arms Hotel

Location: Killarney

Job Summary: Accommodation Assistants

Hours: Part time

How to Apply: Please apply to: mcsweeneyarms@eircom.net

Hotel & Catering (continued)

General Guest House Duties

Location: Killarney

Job Summary: General Guest House Duties

Requirements: • Fluent English

Duties: • Breakfast waiting duties

Bedroom makeover

How to Apply: Please email Mary at: marypguerin@yahoo.com

Deli & Floor Staff

Employer: Brown Sugar Cafe

Location: Killarney

Job Summary: Deli & Floor Staff
Requirements: Experience preferred

Hours: Full time

How to Apply: Apply with CV to Derek at Brown Sugar Cafe, Park Road (above Daly's

SuperValu), Killarney, Co Kerry. Tel: 064 663 8765

Medical Care & Support

Director of Nursing / Manager

Employer: St. Joseph's Home

Location: Killorglin

Job Summary: Director of Nursing / Manager
Requirements: • Registered General Nurse

 Minimum of 3 years' experience in the care of the Elderly in the last six years

 A Post Registration Qualification in the care of the Elderly or willing to undertake same

Management ExperienceHIQA experience desirable

How to Apply: Please forward CV and letter of application to: Sister Helena, St. Joseph's

Convent, Killorglin, Co Kerry or email: margaret.lyne@talk21.com

Project Workers (Adult Health & Social Care)

Employer: Studio III Clinical Services

Location: Valentia Island

Job Summary: Project Workers (Adult Health & Social Care). The person supported

appreciates team members who are honest, consistent, are good listeners, and have a sense of humour and fun. Reporting to the Project Co-ordinator

Requirements:• Minimum 6 months experience of working within a social or health care setting

Experience of working with behaviours that can challenge and an

 understanding of the psychological health challenges faced by people with autism spectrum conditions

• A knowledge of autistic spectrum condition is desirable

 Enthusiasm to work on the cutting edge of "Good Life / Support for Living" services

A clean driving licence is essential

Hours: Full time & Part time roles available

Salary/Benefits: Salary €23,000 - €25,000 per annum (pro rata for part-time roles)

How to Apply: Applications including CV and covering letter and two references Martyn Hicks email: martynh@kerry.studio3.org. Further information including full

job description can be requested from the above email address

Closing Date: 8th September 2016. Interviews 11th September 2016

Care Assistants

Employer: Our Lady of Lourdes Care Facility

Location: Kilcummin - Killarney

Job Summary: Care Assistants

• Previous Experience of employment in the nursing home sector or in

care of the elderly would be an advantage, but not necessary

Must have fluent level of English both written and oral

How to Apply: Please send your CV via email to: receptiondeenagh@gmail.com or post to:

Our Lady of Lourdes Care Facility, Kilcummin Village, Killarney, Co Kerry. Tel:

064 664 3012

Production, Engineering & Science

Drawing & Design Technician

Location:

Causeway, Co. Kerry

Job Summary:

- Creating working drawings of kitchens, bars, stairs, furniture, and bespoke joinery with full cutting lists.
- Calculating material costing's and developing Excel pricing systems.
- Maintaining the company portfolio to ensure that it is up-to date.
- Ensuring fire certification and compliance certification is completed.
- There is also a possibility of part-time, remote-based work with this role.

Requirements:

- The educational, experience, and skills required for this role are as follows:
- A qualification in Furniture Design and Manufacture, Mechanical or Manufacturing Engineering, Architecture Technology, other relevant design training or industry experience.
- PC literate, proficient in the use of Auto CAD, Excel, and 3D rendered drawings.
- CNC programming knowledge preferable.

Hours:

Full time

How to Apply:

Please send CV to Joanne Griffin, South Kerry Development Partnership,

Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Closing Date:

16th September 2016 – 5PM

Retail

Sales Manager

Employer: O'Mahonys Pharmacy

Location: Ardfert, Tralee
Job Summary: Sales Manager

Requirements: The right candidate should have extensive knowledge of sales, ordering,

interacting with Sales Reps, over the counter medicines, EPOS till, Pharmacy

prescription reception as well as many other required skills. Excellent merchandising ability essential. Good interaction skills and ability to communicate with customers and work colleagues important. Pharmacy

experience preferable but not essential

Salary/Benefits: Excellent Salary remuneration

How to Apply: Email: eddiemorrison@eircom.net to arrange interview. References will be

required

Sales Assistant

Employer: Walsh Brothers Shoes

Location: Killarney

Job Summary: Sales Assistant

Hours: Part time (Weekend)

How to Apply: Please contact Anthony on: 086 246 5396

Sales Person

Employer: O'Donnell's Furniture & Flooring

Location: Killarney

Job Summary: Sales Person. Must also be available for general duties

Hours: Part time

How to Apply: Email to: killarney1@hotmail.com or call instore.

Deli & Shop Assistants

Employer: Hegarty's SPAR

Location: Killarney

Job Summary: Deli & Shop Assistants. Evening & Weekend work available

Hours: Full time & Part time positions available

How to Apply: Please drop your CV into the shop or email: hegarty06@eircom.net

Security, General Operatives & General Services

General Operators

Location:

Causeway, Co. Kerry

Job Summary:

- Have good practical skills.
- You will need a flexible approach to working.
- Have excellent communication skills.
- Electrical experience an advantage.
- Have the ability to work and liaise with all staff and supervisors.
- Where appropriate initiate sales enquiries and forward to sales team.
- Have good practical skills and be highly detail orientated. Experience will be a distinct advantage.
- Flexible approach to a varied role in all departments.
- Be well organised and work well under pressure.
- Be confident and work from own initiative as well as being a team player.
- Maintain quality checks.
- Travel may be required.

Requirements:

Experience desirable but not necessary

Hours:

Full Time

How to Apply:

Please send CV to Joanne Griffin, South Kerry Development Partnership,

Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

General Operators

Location:

Millstreet, Co. Cork General Operators

Job Summary: Requirements:

- Ability to stand, bend and stretch without issue (all positions are standing, we do not have any seated positions)
- Good command of the English Language
- Flexibility to work three cycle shift (week of days / evenings / nights)
- Good attention to detail
- Strong work ethic

Hours:

Full Time

How to Apply:

Please send CV to Joanne Griffin, South Kerry Development Partnership,

Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Tourism & Travel

Office/General Assistant

Employer: Orca Marine Ltd – Seafari Cruises

Location: Kenmare

Job Summary: Seafari Seal and Eagle Watching Cruises Kenmare are looking for an

enthusiastic, flexible and organized individual to be a proactive team member at its shore base at Kenmare Pier. The post is available full time during the summer with the possibility of part-time winter work. The candidate will be required to run the office and assist in base management and organization and be flexible to assist with all activities related to the business. Candidates should be able to take a mature approach and work on their own initiative. The successful applicant will possess a confident and warm manner with excellent communication skills and be flexible in all aspects of the company's activities. They should have experience in: marketing/social media/mail shots/diary management/Microsoft Office skills including Excel, Word, Internet, database management. They should have good telephone skills taking bookings from customers.

Requirements: Essential:

1 Years of Clerical Support

Desirable:

 Minimum Qualification: Level 5 (incl. Leaving Certificate/ Leaving Certificate Applied/Leaving Certificate Vocational Programme)

Ability Skills : Administration, Customer Service

Competency Skills: Networking, Time Management

Specialising In: Administration

Hours: 40 Hours per week - Variable

Salary/Benefits: € 10.00 per hour

How to Apply: Email: info@seafariireland.com with your CV

Catering Assistant (Seasonal)

Employer: Orca Marine Ltd – Seafari Cruises

Location: Kenmare

Job Summary: Seafari Seal and Eagle watching boat trips is looking for a friendly individual

with great communication skills to join their team, providing tasty snacks to our customers on our daily cruises during the summer months. You will be operating and running a hot food trailer from our location on Kenmare Pier.

Must have catering experience and be HACCP trained.

Requirements: Essential:

1 Years of Waiters Experience

Desirable:

• Minimum Qualification: Level 1 Certificate

Ability Skills: Catering, Hospitality

• Competency Skills: Teamwork, Time Management

Additional Skills: HACCP

Hours: 40 Hours per week - Flexible

Salary/Benefits: € 10.00 per hour

How to Apply: Apply to: info@seafariireland.com

Tourism & Travel (continued)

Musician/Boat Trip Assistant

Employer: Orca Marine Ltd – Seafari Cruises

Location: Kenmare

Job Summary: We are looking to recruit a musician who can play a traditional or classical

instrument like a concertina or fiddle/violin. You should be flexible, friendly

and outgoing and enjoy the outdoors and play to the backdrop of the magnificent Kenmare bay. Seafari Seal and Eagle watching boat trips is looking for just that individual to join their team, playing their musical instrument on the daily Seafari boat trip during the summer months. In addition you will be required to assist with the day-to-day trip preparation,

guide and snack service to our passengers.

Requirements: Essential:

Musical Ability

1 Year of Travel guides Experience

Desirable:

Minimum Qualification: Level 1 Certificate

Ability Skills: Communications, Customer Service

Competency Skills: Teamwork, Time Management

Specialising In: Music

Hours: 40 Hours per week - Flexible

Salary/Benefits: € 10.00 per hour

How to Apply: Apply to: info@seafariireland.com

Tús Programme Placements

TÚS Participation Requirements

To be eligible to participate in the TÚS scheme you must meet the following criteria.

- Have been continuously unemployed for at least 12 months and "signing on" on a full-time basis:
- Have been receiving a jobseeker's payment (Jobseeker's Benefit or Jobseeker's Allowance) from the

Department of Social Protection for at least 12 months;

• Be currently receiving Jobseeker's Allowance.

Please contact your Local Employment Service Offices

Community Employment Scheme Positions

How to Apply

Please contact your Local Employment Service Offices. Eligibility to participate on CE is generally linked to those who are 21 years or over for the Childcare, Health and Social Care sectors and 25 years of age or over for all other areas. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more.

Due to recent changes on the **Intreo Jobs Ireland** website we are currently unable to retrieve details regarding local current Community Employment Scheme Vacancies. Hopefully this issue will be resolved soon.

General Notices



Kenmare **Adult Education** Centre 2016 Autumn Programme is now available.

Our new leaflet outlines the **QQI** Courses, Short Courses and Workshops starting in **September**.

Contact Kenmare Adult Education Centre: phone: 064-6641157

email: info@kenmareaec.ie

or see the website: www.kenmareaec.ie











Full Time Further Education Programmes for Post Leaving Certificate and Mature Learners with Direct Employment Opportunities and Access to Third Level Courses in IT's and Universities

NEW COURSES COMMENCING SEPTEMBER 2016

- Pre-University Arts (Languages and European Studies)
- Pre-University Law
- **Software Development**
- **Tourism**

- Art, Craft and Design
- **Mechatronic Engineering**
- Office Management
- **Advanced Software Development**

*Appropriate Level 5 required to gain access to Level 6

FULL LIST OF COURSES AVAILABLE ONLINE



www.kerryfe.ie

Clash, Tralee Tel: 066 7121741

















Services from the Kerry South Jobs Club

- ✓ Develop job seeking skills and techniques such as preparing a CV and a cover letter.
- ✓ Prepare for interviews.
- ✓ Build relationships and rapport.
- ✓ Develop verbal communication skills as well as body language skills.
- ✓ Identify individual strengths and skills and match them to local work opportunities.
- ✓ Identify ways to improve job seeking decision-making capabilities.
- ✓ Explore and analyse local work opportunities.
- ✓ Develop a network of contacts, which can be of assistance in getting work.

Please contact Mary or Paul for an appointment Tel: 064 66 37833

Services from the Local Employment Services

Job Seekers

Local Employment Services are providing you with free and confidential information, guidance and job-searching support as well as training & educational opportunities.

Employers

Save time and costs associated with recruiting by using our free quality service.

Volunteering Opportunities

Volunteer to increase your chances of employment

On the path to finding a job, why not consider volunteering? Your jobseekers allowance will not be affected if you volunteer, as long as you remain available to take up paid employment.

To find out more, contact Linda, the Placement Officer, at Kerry Volunteer Centre on 066-7117966 or linda@volunteerkerry.ie or visit our website www.volunteerkerry.ie Please note that it is important to seek approval for volunteering by contacting your DSP Case Officer.

Services from the Killarney Library

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

Opening Hours: Monday, Wednesday, Friday, 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

The Jobs Sheet is published by the South Kerry Local Employment Services.







