

Business Mentor

Location:	South Kerry
Job Summary:	Business Mentor
Requirements:	Mentors will be required to have a thorough knowledge of micro-enterprise start-up and development, excellent communication and reporting skills. Mentors will be required to operate flexible hours on a one to one basis with clients
Duties:	<ul style="list-style-type: none">• Business Plan compilation• Accounts and bookkeeping• Sales and marketing
Hours:	Part time. Temporary position
Salary/Benefits:	Remuneration will be on an hourly rate contractual basis, relative to experience
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Assistant Health & Safety Advisor

Employer:	Kerry County Council
Location:	Tralee
Job Summary:	Assistant Health & Safety Advisor
Hours:	Full time
Salary/Benefits:	€46,732 - €65,000
How to Apply:	Application forms and full particulars may be obtained by emailing hr@kerrycoco.ie or on the Kerry County Council website www.kerrycoco.ie or on the Local Government Jobs website www.localgovernmentjobs.ie . Tel: 066 718 3814
Closing Date:	2 nd March 2017

Customer Service / Sales Person (Front Desk)

Location:	Killarney
Job Summary:	Customer Service / Sales Person (Front Desk) for media and publishing company. Candidate should be interested in: <ul style="list-style-type: none">• Media• Dealing with new people everyday• Being creative• A challenge
Requirements:	<ul style="list-style-type: none">• Must have experience in sales, customer service and general administration• Experience of using Mac Operating Systems an advantage
How to Apply:	Please apply with cover letter to PO Box 3001, Killarney Advertiser, Unit 1C, Park Place, High Street, Killarney, Co Kerry

Project Development Officer

- Employer:** South Kerry Development Partnership CLG
- Location:** Killorglin
- Job Summary:** Project Development Officer. The MacGillycuddy Reeks Mountain Access Project Development Officer shall support the MacGillycuddy Reeks Mountain Access Forum with the implementation of their key project priorities for 2017
- Requirements:** Applicants should have a good standard of education, knowledge & interest in countryside recreation and trails and or trails development, Possess excellent communication, interpersonal & presentation skills, Possess an excellent understanding of the needs of farmers and landowners and have a good knowledge of issues facing rural communities and the challenges of upland farming. Possess good administrative & organisational skills, excellent IT skills and have a flexible approach to their working hours
- Duties:** The MacGillycuddy Reeks Mountain Access Project Development Officer will support the Forum with the expansion of its Erosion Management Work - building on the findings from the detailed assessments of the Path network and the lessons learned from the initial successful REDz training and upland Trail repair project. Provide Project management of the REDZ funded upland path repair & training project, pursue a locally led Agri uplands environment scheme for the Reeks, support the Forum to continue its visitor management work and expand the 'Friends of the Reeks' Initiative. Continue to raise awareness, promote the work of the MacGillycuddy Reeks Mountain Access Project and contribute to the national discussion and policy development with regard to the sustainable management of our uplands. Continue to develop and built upon the strategic relationships established with key stakeholders in the Forum – landowners, Mountaineering Ireland, Fáilte Ireland, NPWS, Kerry County Council and local businesses
- Hours:** Part time (26 hours per week. 12 month fixed term contract)
- How to Apply:** Full particulars of the position are available from: South Kerry Development Partnership CLG, West Main Street, Cahersiveen, Co. Kerry. Tel: 066 947 2724. Please apply in writing, enclosing a full C.V. and covering letter to: Mr. Noel Spillane, Chief Executive Officer, South Kerry Development Partnership CLG, West Main Street, Cahersiveen, Co. Kerry. (The post will be work-based at the SKDP Office at Library Place, Killorglin, Co Kerry)
- Closing Date:** 24th February 2017

Receptionist / Secretary

- Employer:** O'Sullivan's Marine
- Location:** Tralee
- Job Summary:** Receptionist / Secretary. Experienced, efficient office person required to work as part of a team in a small but friendly office environment and reception
- Requirements:**
- IT literacy with proficiency in Microsoft Office (Excel, Word & Access in particular)
 - Strong organisational and interpersonal skills
- How to Apply:** Please apply with CV to: sales@osmarine.ie. O'Sullivan's Marine, Monavalley Business Park, Tralee, Co Kerry. Tel: 066 712 4524

Administrative Assistant

Employer:	South Kerry Development Partnership CLG
Location:	Killorglin
Job Summary:	Administrative Assistant. The MacGillycuddy Reeks Mountain Access Administrative Officer shall support the MacGillycuddy Reeks Mountain Access Forum with the administrative requirements of the Forum for 2017
Requirements:	Applicants should have a good standard of education, possess excellent administrative & organisational skills, have experience of working in an administrative and or accounts capacity in a busy office environment, possess a high degree of numeracy skills and excellent I.T. skills and be proficient in the use of the Microsoft office suite of programmes
Duties:	The MacGillycuddy Reeks Mountain Access Administrative Officer will assemble meeting agendas and supporting documentation for the MacGillycuddy Reeks Mountain Access Forum and circulate same. Attend the Forum's meetings and record the minutes of these meetings, Provide administration support to the Forum's REDz funded Upland Trail repair and training project, including obtaining quotations for & ordering of materials, collate and record all timesheets of training participants, record all income and expenditure received in relation to the project, update the MacGillycuddy Reeks Mountain Access Forums website on a periodic basis, Deal with telephone and email enquiries, correspondence, create and maintain databases and filing systems and provide secretarial/clerical support to the MacGillycuddy Reeks Mountain Access Forum and the Rural Recreation Officer of South Kerry Development Partnership
Hours:	Part time (15 hours per week. 12 month fixed term contract)
How to Apply:	Full particulars of the position are available from: South Kerry Development Partnership CLG, West Main Street, Cahersiveen, Co. Kerry. Tel: 066 947 2724. Please apply in writing, enclosing a full C.V. and covering letter to: Mr. Noel Spillane, Chief Executive Officer, South Kerry Development Partnership CLG, West Main Street, Cahersiveen, Co. Kerry. (The post will be work-based at the SKDP Office at Library Place, Killorglin, Co Kerry)
Closing Date:	24 th February 2017

HR Administrator

Employer:	Hotel Killarney
Location:	Killarney
Job Summary:	HR Administrator
How to Apply:	Please forward your CV to: hr@hotelkillarney.ie or send to HR Department, Hotel Killarney, Cork Road, Killarney, Co Kerry

Spa Therapist

- Location:** Sneem
- Job Summary:** Spa Therapist
- Requirements:**
- Qualification in either CIBTAC or CIDESCO is essential when applying for this role.
 - Minimum of one year's previous experience is essential. Expertise in various treatments i.e. Massage, Beauty is essential but full ELEMIS training will be provided.
 - Fluent English is essential as well as a customer focused attitude.
 - Excellent Elemis Product knowledge would be advantageous when applying for the role.
- Duties:** Competent delivery of SPA treatments in this very busy environment
- Possess excellent sales technique skills in promoting and selling the ELEMIS product brand.
 - Correct use of the spa's CONCEPT point of sale system
 - Excellent customer service skills
 - Possess excellent communication skills
 - A proven track record of working as part of a team
 - Excellent presentation skills
 - Participate in staff training sessions and upskilling.
- Hours:** Full time
- Salary/Benefits:** The role will include working weekends and morning and evening shifts
Rate will be in line with candidate's experience.
- How to Apply:** Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Beauty Therapist

- Employer:** Aura Beauty Salon
- Location:** Tralee
- Job Summary:** Beauty Therapist
- Requirements:**
- Fully Qualified (ITEC, CIBTAC or CIDESCO)
 - Minimum 2 years salon experience
 - Fluent English
 - Good presentation and customer relations
 - Flexibility in the working environment
- Hours:** Full time (Fixed term 1 year)
- How to Apply:** Please apply with CV and cover letter and copies of qualifications via email to: careers@chchemists.com or via post to: Tina Enright, C.H. Chemists, 31 The Mall, Tralee, Co Kerry. Tel: 066 712 1331
- Closing Date:** 17th February 2016

Information Support Officer (Maternity Cover)

Employer:	St. Vincent de Paul
Location:	Tralee
Job Summary:	Information Support Officer (Maternity Cover)
Requirements:	<ul style="list-style-type: none">• Job Holder should be educated to Leaving Certificate level, however an office administration / secretarial or computer course would be beneficial.• Knowledge of the Society and of its mission and values.• Knowledge of needs and issues of the poor and disadvantaged.• At least two years' experience in providing varied administrative support in an office environment.• One year's experience of handling a diverse range of callers – both in-person and by telephone.• Experience of working within a busy information environment is desirable.• An in-depth knowledge of the geography of South West region.• Excellent organisation and administrative skills.• Ability to work on own initiative or as part of a team.• Excellent communication (written and verbal) and interpersonal skills.• An ability to work well under pressure, resilient.• Proficient in IT – MS Word, Excel, PowerPoint, and experience with a CRM database is desirable.• An ability to display empathy, patience and a well-developed sense of humour.• Ability to be flexible in approach and towards the role.• Ability to maintain confidentiality
Duties:	The prime purpose of the role is to work as part of the team in the Tralee Office by providing a point of contact for service users to the Society who contact the Society by telephone, email, letter, in person seeking assistance/information are directed to the appropriate Conference. The purpose is also to treat those approaching the Society for help with dignity and respect in accordance with quality visitation guidelines
Hours:	Part time (20 hours per week. 12 months fixed term)
How to Apply:	Apply directly online at www.svp.ie/Jobs or post your completed application form to Human Resources, SVP House, 91-92 Sean McDermott Street, Dublin 1
Closing Date:	21 st February 2017

Cook/Chef

- Location:** South Kerry
- Job Summary:** Cook/Chef required for Bar/Restaurant in the South Kerry area (accommodation can be provided if required)
- Requirements:**
- Two years cooking experience preferred with good knowledge of HACCP
 - Person is required to work on their own initiative & possess organisational skills with a flexibility to work evenings and weekends
- Duties:**
- Set up work stations
 - Ensure quality of ingredients
 - Ensure all food produced meets highest standards
 - Ensure food is well presented
 - Ensure relevant control procedures are met
 - Keep relevant production records and effective waste management
 - Maintain kitchen cleanliness
- How to Apply:** To apply email CV to sbhoijobapp@mail.com or send CV to the Local Employment Service, West Main Street, Cahersiveen

Cook / Assistant

- Employer:** Ocean View Nursing & Retirement Home
- Location:** Tralee
- Job Summary:** Cook / Assistant
- Requirements:** HAACP an advantage, but training can be given on site
- Hours:** Part time
- How to Apply:** To apply please send CV for the attention of Maura Moriarty – Kitchen Manager, Ocean View Nursing & Retirement Home, Camp, Tralee, Co Kerry

Senior Chef de Partie

- Employer:** The Brehon
- Location:** Killarney
- Job Summary:** Senior Chef de Partie
- Requirements:** Experience in a similar sized 4/5 star property with busy food operations
- How to Apply:** Apply with CV to Anne O'Leary – HR Department, The Brehon, Muckross Road, Killarney, Co Kerry or email: hr@thebrehon.com. Tel: 064 663 0700
- Closing Date:** 17th February 2017

Chef de Partie

- Employer:** The Brehon
- Location:** Killarney
- Job Summary:** Chef de Partie
- Requirements:** Experience in a similar sized 4/5 star property with busy food operations
- How to Apply:** Apply with CV to Anne O'Leary – HR Department, The Brehon, Muckross Road, Killarney, Co Kerry or email: hr@thebrehon.com. Tel: 064 663 0700
- Closing Date:** 17th February 2017

Bar Chef

Employer: The Brehon
Location: Killarney
Job Summary: Bar Chef
Requirements: Experience in a similar sized 4/5 star property with busy food operations
How to Apply: Apply with CV to Anne O'Leary – HR Department, The Brehon, Muckcross Road, Killarney, Co Kerry or email: hr@thebrehon.com. Tel: 064 663 0700
Closing Date: 17th February 2017

Restaurant Staff

Employer: Foley's Townhouse & Restaurant
Location: Killarney
Job Summary: Restaurant Staff
Requirements: Experience required
How to Apply: Please apply with CV to: The Manager - Foley's Townhouse & Restaurant, 23 High Street, Killarney, Co Kerry or email: info@foleystownhouse.com. Tel: 064 663 1217

Night Porter

Employer: Foley's Townhouse & Restaurant
Location: Killarney
Job Summary: Night Porter
How to Apply: Please apply with CV to: The Manager - Foley's Townhouse & Restaurant, 23 High Street, Killarney, Co Kerry or email: info@foleystownhouse.com. Tel: 064 663 1217

Accommodation Assistants

Employer: Foley's Townhouse & Restaurant
Location: Killarney
Job Summary: Accommodation Assistants
How to Apply: Please apply with CV to: The Manager - Foley's Townhouse & Restaurant, 23 High Street, Killarney, Co Kerry or email: info@foleystownhouse.com. Tel: 064 663 1217

Head Housekeeper

Employer: Foley's Townhouse & Restaurant
Location: Killarney
Job Summary: Head Housekeeper
How to Apply: Please apply with CV to: The Manager - Foley's Townhouse & Restaurant, 23 High Street, Killarney, Co Kerry or email: info@foleystownhouse.com. Tel: 064 663 1217

Receptionist

Employer: Foley's Townhouse & Restaurant
Location: Killarney
Job Summary: Receptionist
Hours: Part time
How to Apply: Please apply with CV to: The Manager - Foley's Townhouse & Restaurant, 23 High Street, Killarney, Co Kerry or email: info@foleystownhouse.com. Tel: 064 663 1217

Bar Staff

Employer: The Golden Nugget Bar
Location: Killarney
Job Summary: Bar Staff
Requirements: Experience required
Hours: Part time
How to Apply: Please forward CV to: halliseycaroline@gmail.com. The Golden Nugget Restaurant & Bar, Fossa, Killarney, Co Kerry. Tel 064 663 1325

Breakfast Supervisor

Employer: The Killarney Park Hotel
Location: Killarney
Job Summary: Breakfast Supervisor
How to Apply: Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town Centre, Killarney, Co Kerry or application forms available at the hotel.
Closing Date: 24th February 2017

Receptionist

Employer: The Killarney Park Hotel
Location: Killarney
Job Summary: Receptionist
How to Apply: Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town Centre, Killarney, Co Kerry or application forms available at the hotel.
Closing Date: 24th February 2017

Food & Beverage Personnel

Employer: The Killarney Park Hotel
Location: Killarney
Job Summary: Food & Beverage Personnel
How to Apply: Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town Centre, Killarney, Co Kerry or application forms available at the hotel.
Closing Date: 24th February 2017

Bistro Bar Chef

Employer: The Killarney Park Hotel
Location: Killarney
Job Summary: Bistro Bar Chef
How to Apply: Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town Centre, Killarney, Co Kerry or application forms available at the hotel.
Closing Date: 24th February 2017

Restaurant & Bar Staff

Employer: Torc Hotel
Location: Killarney
Job Summary: Restaurant & Bar Staff
How to Apply: Please apply with CV to Brendan Downes via email: gm@torchotel.ie or post to Human Resources - Torc Hotel, Lissivigeen, Mallow Road, Killarney, Co Kerry. Tel: 064 663 4168

Accommodation Assistants

Employer: Torc Hotel
Location: Killarney
Job Summary: Accommodation Assistants
How to Apply: Please apply with CV to Brendan Downes via email: gm@torchotel.ie or post to Human Resources - Torc Hotel, Lissivigeen, Mallow Road, Killarney, Co Kerry. Tel: 064 663 4168

Receptionist

Employer: Torc Hotel
Location: Killarney
Job Summary: Receptionist
How to Apply: Please apply with CV to Brendan Downes via email: gm@torchotel.ie or post to Human Resources - Torc Hotel, Lissivigeen, Mallow Road, Killarney, Co Kerry. Tel: 064 663 4168

Food & Beverage Supervisor

Employer: Torc Hotel
Location: Killarney
Job Summary: Food & Beverage Supervisor
How to Apply: Please apply with CV to Brendan Downes via email: gm@torchotel.ie or post to Human Resources - Torc Hotel, Lissivigeen, Mallow Road, Killarney, Co Kerry. Tel: 064 663 4168

Chefs

Employer: Torc Hotel
Location: Killarney
Job Summary: Chefs
How to Apply: Please apply with CV to Brendan Downes via email: gm@torchotel.ie or post to Human Resources - Torc Hotel, Lissivigeen, Mallow Road, Killarney, Co Kerry. Tel: 064 663 4168

Commis Chef

Employer: Killarney Riverside Hotel
Location: Killarney
Job Summary: Commis Chef
How to Apply: Please apply with CV to: gearoid@riversidehotelkillarney.com or post CV to: Human Resources, The Killarney Riverside Hotel, Muckcross Road, Killarney, Co Kerry. Tel: 064 663 9200

Breakfast Chef

Employer: Killarney Riverside Hotel
Location: Killarney
Job Summary: Breakfast Chef
How to Apply: Please apply with CV to: gearoid@riversidehotelkillarney.com or post CV to: Human Resources, The Killarney Riverside Hotel, Muckcross Road, Killarney, Co Kerry. Tel: 064 663 9200

Accommodation Staff

Employer: Killarney Riverside Hotel
Location: Killarney
Job Summary: Accommodation Staff
How to Apply: Please apply with CV to: gearoid@riversidehotelkillarney.com or post CV to: Human Resources, The Killarney Riverside Hotel, Muckcross Road, Killarney, Co Kerry. Tel: 064 663 9200

Chef

Employer: Stonechat Restaurant
Location: Killarney
Job Summary: Chef
How to Apply: Please apply with CV to: stonechat@eircom.net. Stonechat Restaurant, 8 Flemmings Lane, Killarney, Co Kerry. Tel: 064 663 4295

Commis Chef

Employer: Stonechat Restaurant
Location: Killarney
Job Summary: Commis Chef
How to Apply: Please apply with CV to: stonechat@eircom.net. Stonechat Restaurant, 8 Flemmings Lane, Killarney, Co Kerry. Tel: 064 663 4295

Waiting Staff

Employer: Stonechat Restaurant
Location: Killarney
Job Summary: Waiting Staff
How to Apply: Please apply with CV to: stonechat@eircom.net. Stonechat Restaurant, 8 Flemmings Lane, Killarney, Co Kerry. Tel: 064 663 4295

Wash-Up Staff

Employer: Stonechat Restaurant
Location: Killarney
Job Summary: Wash-Up Staff
How to Apply: Please apply with CV to: stonechat@eircom.net. Stonechat Restaurant, 8 Flemmings Lane, Killarney, Co Kerry. Tel: 064 663 4295

Operations Manager

Employer: Hotel Killarney
Location: Killarney
Job Summary: Operations Manager
How to Apply: Please forward your CV to: hr@hotelkillarney.ie or send to HR Department, Hotel Killarney, Cork Road, Killarney, Co Kerry

Rooms Division Manager

Employer: Hotel Killarney
Location: Killarney
Job Summary: Rooms Division Manager
How to Apply: Please forward your CV to: hr@hotelkillarney.ie or send to HR Department, Hotel Killarney, Cork Road, Killarney, Co Kerry

Receptionist

Employer: Hotel Killarney
Location: Killarney
Job Summary: Receptionist
How to Apply: Please forward your CV to: hr@hotelkillarney.ie or send to HR Department, Hotel Killarney, Cork Road, Killarney, Co Kerry

Food & Beverage Assistants

Location:	Sneem
Job Summary:	Food & Beverage Assistants
Duties:	<ul style="list-style-type: none">• Competent service of food & beverage orders• Taking orders and clearing tables in both The Pygmalion Restaurant and the casual dining outlets of the bar, lounges and terrace.• Correct use of the micro point of sale system• Excellent customer service skills• Possess excellent communication skills• Want to be part of an excellent food and beverage team• Excellent presentation skills• Participate in staff training sessions and upskilling• Be able to adapt to work in both the Hotel Bar and Restaurant• A minimum of one year's previous experience is essential. Good Knowledge of food & beverage important but full training will be given. Fluent English is essential as well as a customer focused attitude.• The role will include working weekends and morning and evening shifts
Hours:	Full time
Salary/Benefits:	Rate will be in line with candidate's experience.
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Waiting Staff

Location:	Tralee
Job Summary:	Waiting Staff. Luxury 4 star Hotel which is located on the outskirts of Tralee is looking to recruit personnel to share in our passion for delivering the highest standard and quality of food and service to our guests in a safe and hygienic environment
Requirements:	Minimum of 2 years' experience in a similar environment and be able to work as part of a team. You must be flexible in your role and be available to work evenings and weekends. A high level of Customer Care is desirable and you must speak fluent English. Benefits include staff meals while on duty and free car parking
Hours:	Full & Part time positions available. Immediate start
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Dining Room Supervisor

Location: Sneem

Job Summary: Dining Room Supervisor. The position will entail mainly daytime work but the ideal candidate will need to be flexible from time to time in their working hours based on the Resort's business levels

Requirements:

- A minimum of two year's previous experience in a food and beverage supervisory role is essential when applying for this role. Good Knowledge of food & beverage is important but full training and induction in relation to the Resort's Food and Beverage Operational procedures will be provided upon commencement of employment. Fluent English is essential as well as a customer focused attitude.
- The role will include working weekends, morning shifts but the ideal candidate will need to be flexible in their working hours as the role will include evening shifts from time to time to cover departmental annual holidays when they arise.

Duties:

- Management of the dining room service on any given shift incorporating turnaround of guest covers , roster and man-power management, guest seating , customer interaction ensuring a smooth and efficient delivery of the Resorts food and beverage product.
- Correct use of the Micros food and beverage point of sale system
- Excellent customer service skills
- Possess excellent communication skills
- Want to be part of an excellent food and beverage team
- Excellent presentation skills
- Participate in staff training sessions and upskilling
- Be able to adapt to work pre-dominantly the breakfast and lunch shift but also be flexible to work evening shifts when required from time to time.
- Time management of the dining room's dinner book ensuring all time allocations are not over-booked and that enquiries are managed in an efficient and competent manner.
- Possess excellent staff management skills in allocating duties to staff members efficiently.

Hours: Full time

Salary/Benefits: The role will include working weekends and morning and evening shifts
Rate will be in line with candidate's experience.

How to Apply: Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Duty Manager

Location:	Sneem
Job Summary:	Duty Manager
Requirements:	<ul style="list-style-type: none">• Knowledge of Opera Front Office System• Micros Food & Beverage Systems, Word, Excel and I.T an advantage.• Knowledge of 4 star standards across the resort.
Duties:	<ul style="list-style-type: none">• All aspects of running a hotel on a daily basis including customer service, bar, restaurant, housekeeping, stock/orders, rosters• Health and safety incorporating Fire drills , fire walks and making sure all administration is up to date• Guest relations and customer service• Cash handling and daily banking• Department staffing and daily service• Training and any other relevant duties that will ensure the smooth running of the Hotel.• The successful candidate must possess relevant experience in hotel duty management and must be fluent in English. This is a seasonal position.
Hours:	Full time
Salary/Benefits:	Rate will be in line with candidate's experience.
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Bar Personnel

Location:	Sneem
Job Summary:	Bar Personnel
Requirements:	<ul style="list-style-type: none">• Minimum of one years' experience in a busy bar operation• Excellent presentation and people skills• Team player• Experience in preparing cocktails a must when applying for this role• Experience in taking food orders and food service essential when applying• Experience in micros food and beverage point of sale would be desirable
Duties:	<ul style="list-style-type: none">• Serving of food & beverages, taking orders and clearing tables.• Stock rotation• Cash handling and daily banking• Preparation of cocktails• Working with the food servers in administering beverage orders and making sure the correct billing procedures are followed• Bar cleanliness and hygiene
Hours:	Full time
Salary/Benefits:	Rate will be in line with candidate's experience.
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Hotel Receptionist

Location:	Sneem
Job Summary:	Hotel Receptionist
Requirements:	<ul style="list-style-type: none">• Proven experience in a similar role in a similar hotel/resort. Excellent level of spoken & written English. Proven experience of working as part of a team.• Excellent planning and organisational skills. Excellent customer service and interpersonal skills.• Basic IT skills - experience with Opera would be an advantage.• Capacity for flexibility, change and innovation.• Ability to work without direct supervision.
Duties:	<ul style="list-style-type: none">• To greet the guests on arrival and at all times in a warm, welcoming and friendly manner.• To check in/out guests effectively, ensuring all details are correct.• To carry out tasks effectively using computerised system.• To ensure that any additional requirements for guests are offered, i.e. dinner reservations, porter etc.• To ensure that all charges are posted correctly onto room bills.• Take reservations and respond to guests quickly. To answer switchboard in a warm and welcoming manner and effectively transfer calls to correct extensions in the absence of the switchboard operator.• Correctly take messages for guests/staff ensuring that date, time, message, from, to and initial are noted and passed on promptly.• Deal with any guest requests/queries in a polite and attentive manner.• Cash and all billing and payments are handled correctly.
Hours:	Full time
Salary/Benefits:	Competitive Salary in line with experience will be offered. The role will involve working any five days over seven and include morning and evening shifts.
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Bar Staff

Location:	Tralee
Job Summary:	Bar Staff. Luxury 4 star Hotel which is located on the outskirts of Tralee is looking to recruit personnel to share in our passion for delivering the highest standard and quality of food and service to our guests in a safe and hygienic environment
Requirements:	The ideal candidate must have a minimum of 2 years' experience in a similar environment and be able to work as part of a team. You must be flexible in your role and be available to work evenings and weekends. A high level of Customer Care is desirable and you must speak fluent English
Hours:	Part time. Immediate start
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Food & Beverage Assistants

Location: Killarney

Job Summary: Food & Beverage Assistants to prepare the dining room/bar, including all necessary mise-en-place for service; to serve guests in a professional, efficient and courteous manner. To ensure that the quality and standards of the Hotel are maintained at the highest level and guest expectations are met and exceeded.

- Duties:**
- To clean agreed designated areas, in accordance with laid-down procedures, morning/evening routines and hygiene requirements.
 - To change table linen as required and ensure dirty or damaged linen is counted and exchanged for clean, usable items.
 - To clean and refill condiment sets.
 - To set tables to laid-down standards, ensuring that all items used are clean, undamaged and in a good state of repair.
 - To ensure sideboards or stations are adequately stocked with replacement cutlery, linen or other established needs, be they food or equipment.
 - To prepare tea and coffee in accordance with the hotels standard operating procedures.
 - To take orders from customers and ensure these are given to the appropriate person to execute.
 - To be totally familiar with the composition of all menu items.
 - To serve food and beverages in accordance with standard operating procedures, but above all in a professional and courteous manner.
 - To clean tables and ensure they are cleaned as soon as it is apparent that a customer has finished their food or drink with an acceptable balance between speed, yet allowing customers to finish their meal without feeling rushed.
 - To ensure that customers are correctly charged, present the bill and take payment from the customer, in accordance with the procedures of the establishment.
 - At all times to be aware of and practise good customer relations, assisting the guest in any way which does not adversely affect other customers.
 - To attend to customer complaints satisfactorily.
 - To take part in any fire or evacuation drills and ensure complete familiarisation with all exits, including those normally used by customers, as well as fire escapes.
 - To be continually aware of, and maintain, the highest standards of personal hygiene and dress.
 - To attend meetings and training courses as required.

How to Apply: Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Accommodation Assistant

Location: Killarney

Job Summary: Accommodation Assistant to ensure that the quality and standards of the Hotel are maintained at the highest level and customer expectations are met and exceeded

Duties:

- Greeting all guests in a warm and friendly manner
- Cleaning of guest bedrooms and bathrooms to the highest of standards, ensuring they are clean, well maintained and attractively presented at all times
- Replace guest amenities and supplies in rooms
- Dress beds following the standard operating procedure of the hotel
- Remove rubbish and room service items and replace used linen
- To clean corridors and public areas
- To report all lost property and maintenance issues to the supervisor
- Maintain stock levels of stationary, linen, towels and amenity requirements on in order to ensure consistency in standards.
- Knowledge of the hotels hygiene, health and safety regulations
- Enter guest rooms following procedures for gaining access before entering
- Check that all appliances are present in the room and in working order
- Straighten desk items, furniture and appliances
- Dust, polish and vacuum carpet
- Ensure uniform and personal appearance are clean and professional at all times
- Perform other reasonable duties as requested by the Accommodation Supervisor/Manager

How to Apply: Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Cloud Software Engineers

- Location:** Causeway
- Job Summary:** Cloud Software Engineers. We are looking for developers who have a passion for new technologies and who have experience in C# and .Net technologies to work on our new cloud and desktop applications. This is a unique and exciting opportunity for developers with experience of C# .Net to take part in the development of applications utilising the latest technologies
- Requirements:** We are looking for people with strong experience in one or more of the following:
- C# .Net.
 - .NET/ASP Development.
 - Microsoft Windows Azure or Amazon Web Services.
 - Web Technologies (HTML, jQuery or Sencha, AJAX, CSS, WSSecurity etc.).
 - Database design and performance optimisation.
 - Object-oriented design and coding.
 - Working with Microsoft's Visual Studio 2010.
 - Professional Edition Environment.
 - Using source code control management systems - commercial or open source.
 - MS SQL Server 2005/2008.
 - Agile Development Methodologies
- 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

I.S. Project Leader (Infrastructure & Operations)

- Employer:** Kerry County Council
- Location:** Tralee
- Job Summary:** I.S. Project Leader (Infrastructure & Operations)
- Hours:** Full time
- Salary/Benefits:** €47,013 - €61,418
- How to Apply:** Application forms and full particulars may be obtained by emailing hr@kerrycoco.ie or on the Kerry County Council website www.kerrycoco.ie or on the Local Government Jobs website www.localgovernmentjobs.ie. Tel: 066 718 3814
- Closing Date:** 2nd March 2017

Software Engineers Embedded

Location:	Causeway
Job Summary:	Software Engineers Embedded. We are looking for engineers who have a passion for new technologies and who have experience in electronics development to work on our embedded control projects. This is a unique and exciting opportunity for developers with experience of embedded design to take part in the development of applications utilising the latest technologies.
Requirements:	<p>We are particularly seeking people who possess the following attributes:</p> <ul style="list-style-type: none"> • Proven experience in C programming, preferably in an embedded environment. • Excellent analytical and problem solving skills, an ability to understand complex problems and generate appropriate pragmatic technical solutions. • Proven ability to analyse technical development/design issues and manage them to resolution. • Ability to work on own initiative, in a fast paced environment with attention to detail. • Excellent interpersonal, teamwork and communication skills (both verbal and written). • Constantly promote awareness of best industry practices, providing company training as required. • Energetic and eager to learn and implement new technologies when required. • Focused on keeping your knowledge up to date.
Duties:	<ul style="list-style-type: none"> • Embedded development tools (Keil uVision). • Knowledge of programming embedded systems, with ARM Cortex M cores. • Experience with STM32 Arm Cortex and other microcontrollers. • CAN, Boot Loader, I2C, UART, GSM, GPS, Low Power, USB, WiFi, RFID. • Sensor development and integration. • Automation and robotics control.
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

Software Developer (Contract Position)

Employer:	Kerry County Council
Location:	Tralee
Job Summary:	Software Developer (Contract Position)
Hours:	Full time
Salary/Benefits:	€40,213 - €48,495
How to Apply:	Application forms and full particulars may be obtained by emailing hr@kerrycoco.ie or on the Kerry County Council website www.kerrycoco.ie or on the Local Government Jobs website www.localgovernmentjobs.ie . Tel: 066 718 3814
Closing Date:	2 nd March 2017

Care Assistants

- Employer:** Kerry Respite Care
Location: Tralee
Job Summary: Care Assistants. Kerry Respite Care is currently seeking suitable qualified applicants to form part of a panel of Care Assistants throughout County Kerry
- Requirements:**
- FETAC qualification in healthcare essential.
 - Applicants will be Garda Vetted & Reference checked prior to commencing the role.
 - Own Transport.
 - Fluency in English essential.
 - Ideally CSP qualifying.
- Duties:** Your day to day role with typically include: Assist & provide personal care, meal preparation, household duties, dementia care, non-medical assistance & companionship
- Hours:** Part time (willingness to work in a rota shared with other Carers in your team, with flexibility to work evenings and weekend)
- How to Apply:** Please contact the office on 066-7102796 or e-mail: mary@kerryrespitecare.ie to request an application form which must be completed to apply for the panel. Genuine applicants only, happy to work variable hours
- Closing Date:** 24th February 2017

Dental Nurse / Receptionist

- Location:** Killarney
Job Summary: Dental Nurse / Receptionist
Requirements: Experience desirable but not essential for busy Orthodontic practice
How to Apply: Please apply with CV in writing to: PO Box No 3033, Killarney Advertiser, Unit 1C, Park Place, Killarney, Co Kerry

Practice Nurse

- Employer:** Killarney GP Medical Centre
Location: Killarney
Job Summary: Practice Nurse
Requirements: Experience required
How to Apply: Please apply with CV to: Killarney GP, Unit 6B Scott's Street, East Avenue Road, Killarney, Co Kerry. Tel: 064 6632656

Practice Nurse (Relief Cover)

Location:	Tralee
Job Summary:	Practice Nurse (Relief Cover)
Requirements:	<ul style="list-style-type: none">• Experience Registered Nurse• Flexibility is required
Duties:	To provide relief cover, particularly during the Summer Period
Hours:	Part time
How to Apply:	Please apply with CV to: PO Box No DS132C, The Kerryman, 9 Denny Street, Tralee, Co Kerry
Closing Date:	17 th February 2017

Education, Training & Childcare

Pre-School Manager

Employer:	Coars National School
Location:	Cahersiveen
Job Summary:	Pre-School Manager
Duties:	The Board of Management of Coars National School intends making part of the school premises available for the provision of pre-school services by an independent, external, third party operator. The successful applicant will be granted a licence to use a section of the school premises for a period of one school year initially and shall be responsible for the operation of the facility and the employment of all staff in the facility
How to Apply:	Please apply in writing to: Chairperson of the Board of Management of Coars National School - Pre-School Application, Coars, Cahersiveen, Co Kerry
Closing Date:	3 rd March 2017

TIG Welders

- Location:** Causeway
- Job Summary:** TIG Welders
- Requirements:**
- Have good practical skills and be highly detail orientated.
 - Relevant work experience will be a distinct advantage.
 - Background or interest in agriculture and/or in the dairy industry desirable.
 - Be flexible and willing to work varied roles in different departments, if required.
 - Be confident and work from own initiative as well as being a team player.
 - Be well organised and able to work well under pressure.
 - Have the ability to work and liaise with all staff and supervisors.
 - Have very good communication skills (written & oral).
 - Work to high workmanship standards and maintain all quality checks.
 - Be flexible to work overtime & shift if required.
 - Be flexible and willing to work at Headquarters or customer sites throughout the country.
 - Travel outside the country may also be required / available.
- 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

Engineer

- Employer:** Kenneally & Murphy Ltd (Architecture / Engineering)
- Location:** Abbeyfeale
- Job Summary:** Engineer
- Requirements:**
- Minimum 5 years' experience
 - Capable of working on own initiative and as part of a busy team
- How to Apply:** Please forward CV to: info@kenneallymurphy.ie. Kenneally & Murphy Ltd., Main Street, Abbeyfeale, Co Limerick. Tel: 068 51152
- Closing Date:** 16th February 2017

Civil / Structural Engineer

- Employer:** Jeremy Walsh Project Management
- Location:** Tralee
- Job Summary:** Civil / Structural Engineer to work from our Tralee office on both commercial and residential projects in the Kerry area
- Requirements:**
- Degree in Civil / Structural Engineering with a minimum 3 years' post graduate experience
 - Proficient in the use of AutoCAD
 - Attained the title of Chartered Engineer or have the required competencies and desire to apply for chartership in the future
 - Good knowledge of building construction details and building regulations
 - Excellent IT and communication skills
- Duties:** The role will be mainly office based but you will be required to travel to sites for inspections and meetings. The successful candidate will be working closely with the owner who is a Chartered Engineer and passive house consultant
- How to Apply:** To apply please forward CV and cover letter to: jeremy@jeremywalsh.ie. Jeremy Walsh Project Management, The Kerries, Kerries East, Tralee, Co Kerry. Tel: 066 719 3477

Supervisor

Location: Killarney
Job Summary: Supervisor required for busy retail outlet
Requirements:

- Previous experience in a similar environment
- Fluent English both written and spoken

How to Apply: Please apply with CV to: PO Box No 3034, Killarney Advertiser, Unit 1C, Park Place, Killarney, Co Kerry
Closing Date: 17th February 2017

Deli Assistants

Employer: Daly's SuperValu
Location: Killarney
Job Summary: Deli Assistants
Requirements:

- Experience required
- Fluent English essential

Hours: Full time
How to Apply: Please forward CV to: Therese Moriarty, HR Manager, Daly's SuperValu, Park Road, Killarney, Co Kerry. Tel: 064 663 1400

General Operatives

- Location:** Causeway
- Job Summary:** General Operatives
- Requirements:**
- Have good practical skills and be highly detail orientated.
 - Relevant work experience will be a distinct advantage.
 - Background or interest in engineering, agriculture and/or in the dairy industry desirable.
 - Be flexible and willing to work varied roles in different departments, if required.
 - Be confident and work from own initiative as well as being a team player.
 - Be well organised and able to work well under pressure.
 - Have the ability to work and liaise with all staff and supervisors.
 - Have very good communication skills (written & oral).
 - Work to high workmanship standards and maintain all quality checks.
 - Be flexible to work overtime & shift if required.
 - Be flexible and willing to work at Headquarters and customer sites throughout the country.
 - Travel outside the country may also be required / available.
- 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 Operatives

- Location:** Millstreet
- Job Summary:** General Operatives
- Requirements:**
- Excellent 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

Gardener

Employer:	Caherdaniel Garden Centre
Location:	Caherdaniel
Job Summary:	Gardener
Requirements:	<ul style="list-style-type: none">• Be over 25• Have a full driving license• Be flexible with work days & hours (everything is weather dependent)• Have respect for tools• Be interested in gardening• Be interested in learning• Like working outdoors• Experience in landscaping/gardening & woodwork is of benefit, but not essential
Duties:	<ul style="list-style-type: none">• Landscaping, planting, forest planting, clearing• Grass & hedge cutting• Propagating, weeding, watering, pruning• Building: sheds, decking, stone work, paving• Power tool care & maintenance
Hours:	Part time (usually 3 to 5 days a week and Weather dependant. Temporary position February 2017 to October 2017 with the potential of permanent employment)
Salary/Benefits:	Dependant on experience
How to Apply:	Please apply with CV to: Toby Mutschler, Caherdaniel Garden Centre, Caherdaniel, Co Kerry or email caherdanielgc@eircom.net

Job Commercial Spray Painter (Qualified and Apprentice role available)

Location:	Rathmore
Job Summary:	Commercial Spray Painter (Qualified and Apprentice role available – Number of positions 2)
Requirements:	<ul style="list-style-type: none">• Minimum 5 years' experience in the commercial painting industry.
Duties:	<ul style="list-style-type: none">• Skilled and appropriate prep will be undertaken before vehicles are masked and then painted in our purpose built 40' spray booth oven.• Vehicles range from Oil tankers and coaches to Vans and trucks.• Must be able to work at height
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

Sign Fitters

Location:	Rathmore
Job Summary:	Sign Fitters
Requirements:	<ul style="list-style-type: none">• Minimum 2 years' experience in the industry.
Duties:	<ul style="list-style-type: none">• Wrapping Vans & Trucks. Manufacture of said signs
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

HGV Mechanic

Location:	Castleisland
Job Summary:	HGV Mechanic. Servicing trucks in workshop for large transport company
Requirements:	Candidate must be either fully qualified as a HGV mechanic or have minimum of three years' experience working as a HGV mechanic <ul style="list-style-type: none">• Minimum of 3 years HGV mechanical experience within a commercial workshop.• Experience of working on DAF, Volvo, Renault, Scania or Mercedes trucks.• Strong Technical knowledge• Excellent communication skills• Good customer service skills• Computer skills required• Must have experience operating diagnostics equipment
Salary/Benefits:	Remuneration based on experience
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

General Notices

 <p>SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG.</p>		 <p>OBAIR Local Employment Service Network</p>	<p>South Kerry Development Partnership CLG West Main Street, Cahersiveen, Co. Kerry Telephone 066 9472724 Fax 066 9472725 e-mail info@skdp.net</p>
---	---	---	--

LOCAL EMPLOYMENT SERVICE SECRETARY

One Year Fixed Term Contract to cover Career Break

SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG

Function: Secretarial Support to the LES Mediator/s /Co-ordinator

Duties:

- Responsible for client registrations, information provision, compiling CV's, Cover letters, up-keep of all office systems
- Responsibility for all office administration relating to the Local Employment Service office
- Dealing with telephone and email enquiries, creating and maintaining filing system, keeping diaries and arranging appointments
- Using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence, reports, documents and to maintain presentations, records, spreadsheets and databases
- Liaising with colleagues in other departments, clients and with external contacts
- Ordering and maintaining stationery and equipment
- Keeping a record of stock and equipment
- Possess excellent communication skills and customer services skills
- Working as part of the LES team

A full job description is available from mariegarvey@southkerryles.ie / marieflood@southkerryles.ie

The Post is work-based in the South Kerry Development Partnership Office, 2nd Floor, 37 High Street, Killarney, Co. Kerry. The position will be offered on full time hours (37.5 Hours Per week) on a 12 month fixed term contract basis. The contract will conclude on March 5th 2018.

The standard Partnership employment conditions will apply to this post.

Please apply in writing, enclosing a full C.V. and covering letter to:

Mr. Noel Spillane, Chief Executive Officer, South Kerry Development Partnership CLG, West Main Street, Cahersiveen, Co. Kerry.

Tel: 066 – 9472724 Fax: 066 – 9472725

Email: nspillane@skdp.net

Closing date for receipt of applications is 5.00pm on Wednesday 22nd February 2017

South Kerry Development Partnership CLG is an equal opportunities employer. The South Kerry Development Partnership CLG acknowledges the assistance of the Department of Social Protection in supporting this post.

South Kerry Development Partnership
Are Currently Recruiting for the
**TÚS-Community Work Placement
Initiative Participants.**

- Are you Unemployed and interested in working in Local Community Projects?
- Tús provides work opportunities for all unemployed people in South Kerry.
- If you are less than 25 years of age there will be a major financial incentive for participating.
- Class A social insurance paid.
- 12 month contract.

Come in and talk to us in South Kerry Development Partnership, West Main Street, Cahersiveen or phone 066 9472724. Joseph McCrohan Tus Manager & Concubhair Lyne Tus Supervisor



Clár Chistí Eorpacha Struchtúrtha
agus Infheistíochta na hÉireann
2014–2020
Cómhaoinithe ag Rialtas na hÉireann
agus ag an Aontas Eorpach



EUROPEAN UNION
Investing in your future
European Social Fund

English Conversation



**Is English your second language?
Would you like to improve your
English conversation?**

Are you interested?

Monday nights 7-9pm
Starting on 27th Feb. until 10th April 2017
Programme is free. €2 charge for workbook.
All tutors are volunteers.
Venue: KDYS, Killarney
(beside the Friary Church)

****Places are limited and only those registered can take part****

To Register: Complete registration form and return **by the 22nd of Feb.** to Éadaoin Moynihan, Community Development Officer, South Kerry Development Partnership, 37 High Street, Killarney
Mob 087 1906450 Office 064 66 36572 emoynihan@skdp.net

 <p>Clár Chisti Eorpacha Struchtúrtha agus Infheistíochta na hÉireann 2014-2020 Cómhaoiníthe ag Rialtas na hÉireann agus ag an Aontas Eorpach</p>	 <p>EUROPEAN UNION Investing in your future European Social Fund</p>	 <p>An Roinn Tithíochta, Pleanála, Pobail agus Rialtais Áitiúil Department of Housing, Planning, Community and Local Government</p>	 <p>SICAP Social Inclusion & Community Activation Programme</p>	 <p>Comhairle Cathbhaile Carrigrohane</p>
--	---	--	--	--

STEPS TO SUCCESS, LIFE COACHING AND PERSONAL DEVELOPMENT COURSE



Manage Stress

Decision making

Motivation

Confidence building

Goal setting

**Are you unemployed & looking for
direction?**

**Do you need extra skills to make you more
work ready?**

If so come and join us for a FREE course!

Starts Wednesday 1st March for 11 weeks

9.30 am to 11.30 am @ Maine Valley Family Resource Centre

Please call either Mairead on 087-9631935 or Mick on 066 9767 833/086 058 0019 or

mainevalleyfrc@eircom.net to find out more and reserve a place



The Social Inclusion and Community Activation Programme (SICAP) 2015-2017 is funded by the Irish Government and co-funded by the European Social Fund and includes a special allocation under the Youth Employment Initiative.

PARENTING WHEN SEPARATED

A Practical and positive six week course for parents who are preparing for, going through or have gone through a separation or divorce.



Start Date: February 2017 Dependant on numbers

Time: 7.00pm to 9.30pm

Venue: Milltown area.

The course will assist parents to:

- Solve co-parenting problems in a positive way that focused in the needs of the children,
- Cope with the emotional impact of separation and learn stress management techniques,
- Help your children cope with the impact of the separation both emotionally and practically,
 - Enhance communication with their children and with their children's other parent

To register please contact Maine Valley Family Centre on

066 9767 833/086 058 0019 or mainevalleyfrc@eircom.net



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

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: 064 663 7833**

Community Employment Scheme Positions

How to Apply

Please contact your Local Employment Service Offices (details below). 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.

Job Title	Location	No. of positions	Job Ref. No.
Childcare Assistant	Castledrum/Keel	2	CES 2010062
Childcare Assistant (Maternity Cover)	Castleisland	1	CES 2028378
Childcare Assistant	Castlemaine	1	CES 2010081
Childcare Assistant (Killorglin Family Centre)	Killorglin	1	CES 2010095
Childcare Assistant	Scartaglen	1	CES 2010091
Cleaner	Scartaglen	1	CES 2020922
Childcare Assistant	Waterville	2	CES 2010093
Childcare Assistant	Ardfert	1	CES 2010069
Childcare Assistant	Ballybunion	3	CES 2010073
Childcare Assistant	Glenbeigh	1	CES 2010084
Childcare Assistant (Killorglin S & S)	Killorglin	1	CES 2022812
Childcare Assistant (Milltown Childcare)	Milltown	1	CES 2011294
Childcare Assistant	Valentia	1	CES 2027994
<i>Maintenance (An Riocht)</i>	<i>Castleisland</i>	<i>1</i>	<i>CES 2029753</i>
<i>Cleaner (An Riocht)</i>	<i>Castleisland</i>	<i>1</i>	<i>CES 2029751</i>
<i>General Operatives (Fitzgerald Stadium)</i>	<i>Killarney</i>	<i>3</i>	

Local Employment Service - Cahersiveen

West Main Street,
Cahersiveen.
Co. Kerry

Tel: 066 947 3068

Local Employment Service - Killarney

37A High Street
2nd Floor
Killarney,
Co. Kerry

Tel: 064 663 6966

Local Employment Service - Killorglin

Library Place,
Killorglin
Co. Kerry

Tel: 066 976 1615

Local Employment Service - Kenmare

21 Henry Street,
1st Floor
Kenmare,
Co. Kerry

Tel: 064 664 1930

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.

