

South Kerry Local Employment Services

JOB VACANCIES

27th March, 2017

(Next publication 10th April 2017)

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 Office

21 Henry Street,
First Floor
Kenmare,
Co. Kerry

Tel: 064 664 1930

Killorglin Office

Library Place,
Killorglin,
Co. Kerry

Tel: 066 976 1615

Killarney Office

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

Tel: 064 663 6966

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)



Working under contract for the
Department of Social Protection



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Job Secretary / Office Administrator

Location: Listowel
Job Summary: Secretary / Office Administrator
Requirements:

- Experience required
- Proficiency in all data admin systems, payroll and social media

Hours: Part time
How to Apply: Please apply with CV and cover letter to: PO Box No DS198C, The Kerryman, 9 Denny Street, Tralee, Co Kerry

Office Administrator - Accounts

Employer: Independent Irish Health Foods Ltd
Location: Ballyvourney
Job Summary: Office Administrator - Accounts
Requirements:

- Knowledge of computerised accounting and payroll systems
- Typing skills and office qualification beneficial
- Clear communication skills both written and oral

How to Apply: Please forward CV with references to: jobs@iihealthfoods.com. Independent Irish Health Foods Ltd., Unit 12 Ballyvourney Industrial Estate, Ballyvourney, Co Cork. Tel. 026 65750

Sales Administrative Assistant

Employer: Independent Irish Health Foods Ltd
Location: Ballyvourney
Job Summary: Sales Administrative Assistant
Requirements:

- Strong data input and typing skills
- Good telephone manner and communication skills
- Ability to work as part of a team
- Excellent attention to detail

How to Apply: Please forward CV with references to: jobs@iihealthfoods.com. Independent Irish Health Foods Ltd., Unit 12 Ballyvourney Industrial Estate, Ballyvourney, Co Cork. Tel. 026 65750

Office Operations Executive

Employer: Red Chair Recruitment
Job Summary: Office Operations Executive. Our client provides a high-end luxury product and is presently seeking an Office Operations Executive to join their expanding team.
Requirements: Must have 5 years+ work experience in a similar environment
Duties: Deal with Suppliers & Customers
Hours: Full time
Salary/Benefits: Competitive Salary (DOE)
How to Apply: To apply for this position please forward your CV to: Zack Birdthistle (email: zack.birdthistle@redchairrecruitment.ie). Red Chair Recruitment, Recruitment House, 91 New Street, Killarney, Co Kerry. Tel: 064 662 2007
Closing Date: 6th May 2017

Senior Office Administrator (Sales office)

Employer: Red Chair Recruitment
Location: Tralee
Job Summary: Senior Office Administrator (Sales office). Help look after all aspects of a very busy office in Tralee; dealing with sales,, accounts and customer services
Requirements: 5 years office experience
Duties: Telephone, Accounts, banking, PA duties
Hours: Full time
Salary/Benefits: €30,000 per annum
How to Apply: To apply for this position please forward your CV to: Fred McDonogh (email: fred@redchair.ie). Red Chair Recruitment, Recruitment House, 91 New Street, Killarney, Co Kerry. Tel: 064 662 2007
Closing Date: 4th April 2017

Clerical Officer - Grade III (Temporary - Fixed Term 6 Months)

Employer: Kerry Education & Training Board
Location: Tralee
Job Summary: Clerical Officer - Grade III (Temporary - Fixed Term 6 Months). Full job description and person specification available at www.kerryetb.ie or from the Human Resources Department (details below)
Requirements:

- Relevant administrative experience
- Excellent Information Technology skills
- Competency in Oral Irish Language desirable

How to Apply: Please complete the application form which can be downloaded from the website www.kerryetb.ie/opportunities and return via email only to jobs@kerryetb.ie. No CV's, only official application form will be accepted. Human Resources Department, Kerry Education & Training Board, Centrepoint, John Joe Sheehy Road, Tralee, Co Kerry, Tel: 066 712 1488
Closing Date: 28th March 2017

Accounting, Financing & Purchasing

Bookkeeper

Employer: Londis Topshop
Location: Killorglin
Job Summary: Bookkeeper
Requirements: Extensive office experience
Duties: This post will entail Payroll, Monthly Accounts and VAT returns
Hours: Part time
How to Apply: Please apply with CV and cover letter to: londistopshopkillorglin@gmail.com

Junior Quantity Surveyor or Civil Engineer

- Location:** Tralee
- Job Summary:** Junior Quantity Surveyor or Civil Engineer for successful construction company based in Tralee
- Requirements:**
- Diploma or Degree
 - Experience ideally within a main contractor environment
 - Experience in building / fit-out and refurbishment an advantage
 - Strong numerical and IT skills
 - Strong decision making ability and ability to take direction from a Senior Quantity Surveyor
- Duties:**
- Preparing and analysing costings for tender and contract documents, including bills of quantities with the clients
 - Prepare cost analysis based on drawings, engineering estimates, materials required and labour involved
 - Liaising & negotiating with suppliers and subcontractors when evaluating tenders
 - Ongoing monitoring and keeping track of project progress within budget limits
 - Taking responsibility for the measurement and valuation of variations in the work during the contract, for agreement of interim payments and final accounts
 - Provide backup information such as measurements and support to Head Office in clearing payments and accounts. Ensuring all subcontractors are contractually compliant (eg. insurance details, retentions, etc.)
 - Assist in the updating and maintenance of various Company Registers in conjunction with the administration team (eg. Sub-Contractors Evaluation Form)
 - Attend meetings and contribute to company strategy and policy-making as required
 - Maintain good time management
 - Develop personal skills and capability through on-going training as provided by the company or elsewhere subject to company approval
- How to Apply:** Please apply with CV via email to: bptimothy@tocaccountants.ie. Timothy & O'Connor Chartered Accountants, Quayside House, 1-2 Princes Street, Tralee, Co Kerry. Tel: 066 712 9579

Junior Quantity Surveyor

- Employer:** Red Chair Recruitment
- Location:** Tralee
- Job Summary:** Junior Quantity Surveyor
- Requirements:** 1-2 Years PQE
- Duties:** Estimating & Cost Planning – reporting directly to Senior quantity surveyor
- Hours:** Full time
- Salary/Benefits:** €25,000 – €35,000
- How to Apply:** To apply for this position please forward your CV to: Zack Birdthistle (email: zack.birdthistle@redchairrecruitment.ie). Red Chair Recruitment, Recruitment House, 91 New Street, Killarney, Co Kerry. Tel: 064 662 2007
- Closing Date:** 6th May 2017

Fit-Out Foreman

Employer: Red Chair Recruitment
Location: Tralee
Job Summary: Fit-Out Foreman
Requirements: Hands-on, 5+ years' experience in finishing
Duties: Manage sub-contractors to ensure any snags are revisited & completed to a high standard. Report to Site Manager.
Hours: Full time
Salary/Benefits: 30,000 – 40,000
How to Apply: To apply for this position please forward your CV to: Zack Birdthistle (email: zack.birdthistle@redchairrecruitment.ie). Red Chair Recruitment, Recruitment House, 91 New Street, Killarney, Co Kerry. Tel: 064 662 2007
Closing Date: 6th May 2017

Apprentices (2nd - 4th Year)

Employer: Freeman Electrical Services
Location: Tralee
Job Summary: Apprentices (2nd - 4th Year) required for a number of Kerry based projects
How to Apply: Please apply with CV and cover letter to: info@fremanelectricalservices.ie. Freeman Electrical Services, Unit G, Monavalley Industrial Estate Tralee. Tel: 066 710 2435

Electricians

Employer: Freeman Electrical Services
Location: Tralee
Job Summary: Electricians required for a number of Kerry based projects
Requirements: Fully Qualified
How to Apply: Please apply with CV and cover letter to: info@fremanelectricalservices.ie. Freeman Electrical Services, Unit G, Monavalley Industrial Estate Tralee. Tel: 066 710 2435

Childcare Assistant

- Employer:** Naionra Annascaul CLG
- Location:** Annascaul
- Job Summary:** Childcare Assistant
- Requirements:**
- Professional qualification in Childcare is essential
 - Major award in Childcare at a minimum of Level 5 on the national framework
 - Proficiency in the Irish Language
 - 2 years' post qualification experience working in a position of responsibility with children aged 0 – 6. (Third Level Work Experience will not be counted).
- How to Apply:** CV and cover letter including proof of qualification should be returned to naionraannascaul@gmail.com. Naionra Annascaul, College Road, Castleisland, Co Kerry. Tel: 066 714 2022
- Closing Date:** 7th April 2017

PWT Deputy Principal (Roll No. 70550H)

- Employer:** Kerry Education & Training Board (Coláiste Gleann Lí, Tralee)
- Location:** Tralee
- Job Summary:** PWT Deputy Principal (Roll No. 70550H). Full job description and person specification available at www.kerryetb.ie or from the Human Resources Department (details below)
- Requirements:**
- Recognised post primary teaching qualification
 - Minimum of 5 years' satisfactory teaching experience or equivalent
 - Registration in accordance with Section 30 of the Teaching Council Act 2001
 - A qualification in Post Primary Teacher Education or equivalent
- How to Apply:** Please complete the application form which can be downloaded from the website www.kerryetb.ie/opportunities and return via email only to jobs@kerryetb.ie. No CV's, only official application form will be accepted. Human Resources Department, Kerry Education & Training Board, Centrepont, John Joe Sheehy Road, Tralee, Co Kerry, Tel: 066 712 1488
- Closing Date:** 7th April 2017

Family Support Worker

- Employer:** Maine Valley Family Centre
- Location:** Castlemaine
- Job Summary:** Family Support Worker
- Requirements:**
- A minimum of 2 years' experience is required and a relevant qualification in social studies / youth work or a related field is desired
 - Experience and knowledge of family support
 - Proven experience of providing one-to-one support, facilitation and group work
 - Knowledge and experience of the community development sector
 - Experience of networking and liaising with voluntary, community and statutory agencies
 - Meitheal informed
 - Experience of team work and working on own initiative.
 - Experience of planning evaluating and report writing
 - Full clean driver's license and own transport
- Duties:** The overall aim of the position is to support families and assist them in accessing community and statutory services, enabling the overall growth and development of the family unit and the community. To work with the Voluntary Management Committee and Project Co-ordinator to implement the three year work plan of the project.
- Hours:** Part time (14 hours per week)
- How to Apply:** Applications will only be accepted on the official application form. CV's will not be accepted. For an application form, job description and person specification, please contact Recruitment, Maine Valley Family Centre on 066 976 7833 or email: mainevalley@hotmail.com Maine Valley Family Centre, Castlemaine Community Centre, Castlemaine, Co Kerry. Note: Garda Vetting will apply
- Closing Date:** 29th March 2017. Interviews to be held 6th April 2017.

Chefs (Various Grades)

Employer: Solutions Recruitment
Location: Mid Kerry
Job Summary: Chefs (Various Grades). On behalf of a long established substantial family business in Mid Kerry.
How to Apply: Please apply to: brendan@solutionsrecruitment.ie. Solutions Recruitment, Quayside House 1-2 Princess Street, Tralee, Co Kerry. Tel: 066 712 9579

Cook (with Light Housekeeping duties)

Location: Killarney
Job Summary: Cook (with Light Housekeeping duties)
Hours: Part time (4 hours daily - 3 to 4 days a week. Temporary position)
How to Apply: For more information and to apply please contact Julianne Sullivan on 087 974 4006

Chef / Cook

Location: Cahersiveen / Kells
Job Summary: Chef / Cook for busy restaurant in the Cahersiveen / Kells area
Requirements:

- HACCP Certified
- Experience essential
- Flexible to work across seven days

Hours: Full time (39 hours per week over seven days. Summer Season – April through September)
Salary/Benefits: Salary dependent on experience
How to Apply: To apply please forward CV and cover letter to: Bridie Buckley, Co-ordinator, Local Employment Service, West Main Street, Cahersiveen, Co Kerry

Kitchen Porter

Employer: Mac's of Main Street
Location: Killarney
Job Summary: Kitchen Porter
Requirements: Experience required
How to Apply: Please send CV to: info@macsofmainstreet.com or drop into Mac's of Main Street Restaurant, 6 Main Street, Killarney, Co Kerry. Tel: 064 663 5213

Operations Manager

Employer: Killarney Royal Hotel
Location: Killarney
Job Summary: Operations Manager
How to Apply: Apply to: sales@killarneyroyal.ie. Killarney Royal Hotel, College Street, Killarney, Co Kerry. Tel: 064 663 1853

Waiting Staff

Employer: QC's Townhouse & Seafood Restaurant
Location: Cahersiveen
Job Summary: Waiting Staff
Requirements: Experience Essential
Hours: Full & Part time positions available (Seasonal. Immediate start)
How to Apply: To apply please contact Kate on 087 677 9616 or email info@qcbar.com.
QC's Townhouse & Seafood Restaurant, 3 Main St, Cahersiveen, Co. Kerry.
Tel: 066 947 2244

Chef de Partie

Employer: QC's Townhouse & Seafood Restaurant
Location: Cahersiveen
Job Summary: Chef de Partie
Requirements: Experience Essential
Hours: Full time (Seasonal. Immediate start)
How to Apply: To apply please contact Kate on 087 677 9616 or email info@qcbar.com.
QC's Townhouse & Seafood Restaurant, 3 Main St, Cahersiveen, Co. Kerry.
Tel: 066 947 2244

Bar Personnel

Employer: QC's Townhouse & Seafood Restaurant
Location: Cahersiveen
Job Summary: Bar Personnel
Requirements: Experience Essential
Hours: Full time (Seasonal. Immediate start)
How to Apply: To apply please contact Kate on 087 677 9616 or email info@qcbar.com.
QC's Townhouse & Seafood Restaurant, 3 Main St, Cahersiveen, Co. Kerry.
Tel: 066 947 2244

Hotel Receptionist

Employer: International Hotel
Location: Killarney
Job Summary: Hotel Receptionist
Requirements:

- 1 years' previous experience as a Hotel Receptionist
- Warm and welcoming personality
- Excellent communication skills
- Strong Customer Care skills and a high standard of personal presentation
- Fluent English required

How to Apply: Please apply with CV and cover letter to: Anne Marie Collins, International Hotel, Kenmare Place, Killarney, Co Kerry or email to: annemarie@killarneyinternational.com. Tel: 064 663 1816

Chefs (All Grades)

Employer:	International Hotel
Location:	Killarney
Job Summary:	Chefs (All Grades)
Requirements:	<ul style="list-style-type: none">• Excellent culinary background with compliance to HACCP procedures• Ability to work under pressure whilst producing excellent cuisine• Ability to work on own initiative as well as part of a team• Fluent English required
How to Apply:	Please apply with CV and cover letter to: Anne Marie Collins, International Hotel, Kenmare Place, Killarney, Co Kerry or email to: annemarie@killarneyinternational.com. Tel: 064 663 1816

Waiting Staff

Employer:	Stonechat Restaurant
Location:	Killarney
Job Summary:	Waiting Staff
Requirements:	<ul style="list-style-type: none">• Experience necessary• Fluent English required
How to Apply:	Please apply with CV at the restaurant or call: 087 683 5421. Stonechat Restaurant, 8 Fleming's Lane, Killarney, Co Kerry. Tel: 064 663 4295

Commis Chef

Employer:	Stonechat Restaurant
Location:	Killarney
Job Summary:	Commis Chef
Requirements:	<ul style="list-style-type: none">• Experience necessary• Fluent English required
How to Apply:	Please apply with CV at the restaurant or call: 087 683 5421. Stonechat Restaurant, 8 Fleming's Lane, Killarney, Co Kerry. Tel: 064 663 4295

General Guesthouse Duties

Employer:	Killarney Lodge Guesthouse
Location:	Killarney
Job Summary:	General Guesthouse Duties
Requirements:	Experience desirable
How to Apply:	Please apply in writing with CV and cover letter to: Killarney Lodge Guesthouse, Countess Road, Killarney, Co Kerry. Tel: 064 663 6499

Catering Staff

Location:	Glenbeigh / Killorglin
Job Summary:	Catering Staff
Requirements:	<ul style="list-style-type: none">• Driving licence and own transport essential• Experience preferable (training can be provided)
Hours:	Part time (Temporary / Seasonal – Variable hours including weekends)
How to Apply:	To apply please contact Ciaran on: 087 249 1567

Head Chef

Employer: QC's Townhouse & Seafood Restaurant
Location: Cahersiveen
Job Summary: Head Chef
Requirements:

- Experience essential
- The successful applicant must be a talented and hands of chef that is passionate about food
- Experience in kitchen management, knowledgeable of Food Hygiene Legislation, and enjoys working in a team
- May suit a Senior Chef de Partie / Sous Chef aspiring to become Head Chef

Hours: Full time
How to Apply: To apply please contact Kate on 087 677 9616 or email info@qcbar.com. QC's Townhouse & Seafood Restaurant, 3 Main St, Cahersiveen, Co. Kerry. Tel: 066 947 2244

Chefs (All Grades)

Employer: Skellig Mist Café & Restaurant
Location: Portmagee
Job Summary: Chefs (All Grades)
Requirements: Experience essential
Hours: Full & Part time positions available (Seasonal)
How to Apply: To apply please contact Eileen on 087 2912105 or email: skelligwhelan@gmail.com. Skellig Mist Café/Restaurant, Portmagee Village, Co Kerry. Tel: 066 947 7250.

Waiting Staff

Employer: Skellig Mist Café & Restaurant
Location: Portmagee
Job Summary: Waiting Staff
Requirements: Experience essential
Hours: Full & Part time positions available (Seasonal)
How to Apply: To apply please contact Eileen on 087 2912105 or email: skelligwhelan@gmail.com. Skellig Mist Café/Restaurant, Portmagee Village, Co Kerry. Tel: 066 947 7250.

Kitchen Assistant

Employer: Skellig Mist Café & Restaurant
Location: Portmagee
Job Summary: Kitchen Assistant
Requirements: Experience essential
Hours: Full & Part time positions available (Seasonal)
How to Apply: To apply please contact Eileen on 087 2912105 or email: skelligwhelan@gmail.com. Skellig Mist Café/Restaurant, Portmagee Village, Co Kerry. Tel: 066 947 7250.

Kitchen Assistant

Employer: Zest Café
Location: Killorglin
Job Summary: Kitchen Assistant
Requirements: Driving to work is necessary due to location
Duties: Jobs will include serving Teas / Coffees / Irish Coffees and food. Maintaining a clean service & prep area. Will be utilising a cash register & card machine
Hours: Part time (5 days per week approx. 25-30 hrs per week. Morning starts at 08.30 am)
Salary/Benefits: Salary negotiable
How to Apply: To apply please contact Nicola or Patricia on: 066 979 0303. Zest Café, School Road, Killorglin, Co Kerry.

Chef

Employer: Kerry Coast Hotel (Franks Bar / Restaurant)
Location: Cahersiveen
Job Summary: Chef
Requirements:

- Applicant should be passionate about food quality and presentation and willing to learn
- Ability to work as part of a team and must have completed HACCP course
- Applicant should be a good time keeper and reliable at all times
- Minimum 1 years' previous experience, or newly qualified

Hours: Full time
How to Apply: Please apply with CV and cover letter to: The Kerry Coast Hotel, 8/9 Church Street, Cahersiveen, Co Kerry or email: kerrycoasthotel@gmail.com. Tel: 066 947 2217

Application Support Specialist

Location: Kerry

Job Summary: Application Support Specialist

- Requirements:**
- Strong analytical and technical skills
 - Good attention to detail
 - Flexible and well organised
 - Conscientious and self-motivated
 - Able to work both independently and as a team member
 - Capable of working with minimal direction
 - Good communication skills
 - Shows initiative in all work related circumstances
 - Outcome oriented and capable of meeting deadlines
 - Adaptable to changing work demands

- Duties:**
- Manage and monitor the performance metrics as defined in contract SLAs
 - Ensure that support SLAs are met the target achievement is set at 100%
 - Provide application services to internal and external stakeholders and others where required
 - Build, maintain and execute various applications, programs and interfaces
 - Administer user security and menu classifications
 - Develop ad hoc and custom reports as required
 - Implement and/or enhance system programs and processes for improved efficiencies
 - Perform quality assurance activities to ensure data and processes meet expectations
 - Utilize commercial experience with J2EE application support and problem solving
 - Accountable for periodic testing and support of Web Environments with respect to High
 - Responsible for the deployment and configuration of enterprise applications
 - Be the first point of contact for urgent application issues
 - Responsible for the troubleshooting of production applications by capturing logs, analysing and escalation where necessary to development staff in Melbourne
 - Responsible for the WebSphere patch management
 - Responsible for creating new production environments and conducting User Acceptance Testing
 - Responsible for the maintenance and updating of support documentation
 - Provide 24/7 production support on a rotation basis
 - Must be architecturally orientated with regards to support
 - Maintains security and DB patches with best planning

Hours: Full time

Salary/Benefits: Excellent Salary applies for this important position

How to Apply: Please apply with CV via email to: bptimothy@tocaccountants.ie. Timothy & O'Connor Chartered Accountants, Quayside House, 1-2 Princes Street, Tralee, Co Kerry. Tel: 066 712 9579

Helpdesk Support Analyst

Employer:	Red Chair Recruitment
Location:	Tralee
Job Summary:	Helpdesk Support Analyst
Requirements:	A minimum of 3+ years' experience within a similar supervisory role.
Duties:	This role will consist of guiding individuals within a large team of highly skilled support agents, you must identify training needs for the members of your team and performing the training required.
Hours:	Full time
Salary/Benefits:	Competitive Salary Package (DOE)
How to Apply:	To apply for this position please forward your CV to: Zack Birdthistle (email: zack.birdthistle@redchairrecruitment.ie). Red Chair Recruitment, Recruitment House, 91 New Street, Killarney, Co Kerry. Tel: 064 662 2007
Closing Date:	6 th May 2017

IT Support Engineer

Employer:	Red Chair Recruitment
Location:	Tralee
Job Summary:	IT Support Engineer. This is an entry level IT job with training provided
Requirements:	Computer Qualification a must – Windows applications
Duties:	Daily technical support and hardware duties
Hours:	Full time
Salary/Benefits:	€9.75 per hour
How to Apply:	To apply for this position please forward your CV to: Fred McDonogh (email: fred@redchair.ie). Red Chair Recruitment, Recruitment House, 91 New Street, Killarney, Co Kerry. Tel: 064 662 2007

Staff Nurse (Fixed Term – Maternity Leave Cover)

Employer:	Kerry Parents and Friends Association (Glebe Lodge – Castleisland Services)
Location:	Castleisland
Job Summary:	Staff Nurse (Fixed Term – Maternity Leave Cover)
Requirements:	<ul style="list-style-type: none">• Fully registered with the Nursing & Midwifery Board of Ireland• Experience in a Care-Delivery capacity, preferably within a disability service• Car owner with full clean driving licence
Hours:	Full time
How to Apply:	For application forms please contact KPFA Reception at 064 663 2742 or email info@kpfa.ie . Completed Application Forms must be submitted to: Human Resource Manager, Kerry Parents and Friends Association, Old Monastery, Port Rd., Killarney, Co Kerry
Closing Date:	29 th March 2017

Social Care Leader

Employer:	Studio III Clinical Services
Location:	Valentia Island
Job Summary:	Social Care Leader (Reporting to Operational Director, Studio 3).
Requirements:	You will need to have a recognised qualification in Social Care, Psychology or a related area and an understanding of the application of good psychological practice in real life situations. In addition to your qualification you will need a minimum of 3 years' experience of working with people who have intellectual disabilities and/or an autism spectrum condition, with at least 2 years of this time at a Project Worker level.
Duties:	The Social Care Leader is responsible for the management and co-ordination of an individualised service on Valentia Island, county Kerry supporting a young man with an autism spectrum condition. Although the Social Care Leader is responsible for the management and oversight of the individual, the house and the staff, the service's objectives are shaped by the individual we support and the individual's family. It is absolutely essential that the Social Care Leader is able to work in partnership with the family and respect and value their input into project.
Hours:	24/39 hours per week (part time post may be considered)
Salary/Benefits:	€34,000 - €36, 000 based on full time. 25 days holiday per year excluding public holidays pro rata
How to Apply:	For further information please contact Paula Duff at paulad@kerry.studio3.org . Please submit your application by email to Paula Duff with a detailed CV including 2 references and a covering letter.
Closing Date:	7 th April 2017

Project Worker (Adult Health & Social Care)

Employer:	Studio III Clinical Services
Location:	Valentia Island
Job Summary:	Project Worker (Adult Health & Social Care). Part time project worker needed for an exciting and ground breaking project supporting a young person with autism living in his own house. The young person supported appreciates team members who are honest, consistent, careful planners, good listeners and have a sense of humour, inspiration and fun.
Requirements:	<ul style="list-style-type: none"> • 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 special skill they can bring to the project e.g. cooking, knowledge of film, X-Box • The ability to be flexible and innovative in their working practice • Some experience of lone and team working • A clean driving license is essential
Hours:	Part time (18 hours and 27 hours per week – flexible shift pattern)
Salary/Benefits:	Full time salary - €25,000 per annum (pro rata for part-time roles)
How to Apply:	All applications must be made electronically by CV with a covering letter including two references to Paula Duff at paulad@kerry.studio3.org. For further information and a full job description please contact Myra at myraw@studio3.org. A full job description may be obtained prior to interview. Interviews will be held on Valentia Island
Closing Date:	31 st March 2017

Healthcare Assistants

Employer:	Lystoll Lodge Nursing Home
Location:	Listowel
Job Summary:	Healthcare Assistants
Hours:	Full time (Night Duty) & Part time (08:00 – 14:00)
How to Apply:	Please apply with CV and cover letter to: lystoll.lodge@gmail.com. Lystoll Lodge Nursing Home, Skehenerin, Listowel, Co Kerry. Tel: 068 24248

Caregivers

Employer: Home Instead Senior Care
Location: Killarney
Job Summary: Caregivers
Requirements:

- FETAC Level 5 Healthcare Support
- Previous relevant experience an advantage

Hours: Full & Part time positions available
How to Apply: Please apply with CV and cover letter to: Home Instead - Senior Care, 1st Floor Grosvenor Court, High Street, Killarney, Co Kerry or via email to: carmel.daly@homeinstead.ie

Healthcare Assistants

Employer: Our Lady of Lourdes Nursing Home
Location: Kilcummin
Job Summary: Healthcare Assistants
Requirements:

- FETAC level 5 required
- Previous experience in the Nursing Home sector or care of the elderly highly beneficial
- Fluent 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 Nursing Home, Kilcummin Village, Killarney, Co Kerry. Tel: 064 664 3012

Production, Engineering & Science

Hotel Maintenance Technician

Employer: Red Chair Recruitment
Location: Killarney
Job Summary: Hotel Maintenance Technician
Requirements: 4+ Years' Experience
Duties: Offer maintenance and repairs to public areas, guestrooms and administrators office buildings. Guarantee that projects are all promptly accomplished and in line with appropriate specifications.
Hours: Full time
Salary/Benefits: Competitive Salary (DOE)
How to Apply: To apply for this position please forward your CV to: Zack Birdthistle (email: zack.birdthistle@redchairrecruitment.ie). Red Chair Recruitment, Recruitment House, 91 New Street, Killarney, Co Kerry. Tel: 064 662 2007
Closing Date: 6th May 2017

Deli Manager

Employer:	Red Chair Recruitment
Location:	Killarney
Job Summary:	Deli Manager. Manage & Supervise employees in The Deli Section
Requirements:	<ul style="list-style-type: none"> • Minimum of 3 years' experience in a similar role • Relevant Food Hygiene training and Certificates • Excellent communication, organisational skills • Strong Management and Interpersonal Skills
Duties:	<ul style="list-style-type: none"> • Supervise employees in various duties such as cooking, serving, packaging, and operating counters. • Interact politely with clients while solving problems related to sales, dissatisfied service and issues regarding store operation.
Hours:	Full time
Salary/Benefits:	Competitive Salary & Benefits
How to Apply:	To apply for this position please forward your CV to: Richard Carey (email: richard@redchair.ie). Red Chair Recruitment, Recruitment House, 91 New Street, Killarney, Co Kerry. Tel: 064 662 2007
Closing Date:	31 st March 2017

Deli Assistant

Employer:	Red Chair Recruitment
Location:	Killarney
Job Summary:	Deli Assistant. Assist in the running of the deli, preparing food, maintaining clean deli, serving customers
Requirements:	<ul style="list-style-type: none"> • Strong attention to detail, ability to multi-task • Excellent customer service • Excellent communication, organisational skills • Experience an advantage but not essential. • A good command of English is required • Applicants must be available to work weekdays, evenings and weekends
Duties:	<ul style="list-style-type: none"> • Baking and serving hot food • Preparing cold counter • Serving customers
Salary/Benefits:	Competitive Salary & Benefits
How to Apply:	To apply for this position please forward your CV to: Richard Carey (email: richard@redchair.ie). Red Chair Recruitment, Recruitment House, 91 New Street, Killarney, Co Kerry. Tel: 064 662 2007
Closing Date:	31 st March 2017

Pharmacy Technician / Assistant

Location:	Listowel
Job Summary:	Pharmacy Technician / Assistant
Requirements:	Experience required
Hours:	Full time
How to Apply:	Please apply with CV and cover letter to: PO Box No DS197C, The Kerryman, 9 Denny Street, Tralee, Co Kerry

Deli Assistant

Employer:	Red Chair Recruitment
Location:	Glenbeigh
Job Summary:	Deli Assistant. Assist in the running of the deli, preparing food, maintaining clean deli, serving customers
Requirements:	<ul style="list-style-type: none"> • Strong attention to detail, ability to multi-task • Excellent customer service • Excellent communication, organisational skills • Experience an advantage but not essential. • A good command of English is required • Applicants must be available to work weekdays, evenings and weekends
Duties:	<ul style="list-style-type: none"> • Baking and serving hot food • Preparing cold counter • Serving customers
Salary/Benefits:	Competitive Salary & Benefits
How to Apply:	To apply for this position please forward your CV to: Richard Carey (email: richard@redchair.ie). Red Chair Recruitment, Recruitment House, 91 New Street, Killarney, Co Kerry. Tel: 064 662 2007
Closing Date:	31 st March 2017

Deli Manager

Employer:	Red Chair Recruitment
Location:	Glenbeigh
Job Summary:	Deli Manager. Manage & Supervise employees in The Deli Section
Requirements:	<ul style="list-style-type: none"> • Minimum of 3 years' experience in a similar role • Relevant Food Hygiene training and Certificates • Excellent communication, organisational skills • Strong Management and Interpersonal Skills
Duties:	<ul style="list-style-type: none"> • Supervise employees in various duties such as cooking, serving, packaging, and operating counters • Interact politely with clients while solving problems related to sales, dissatisfied service and issues regarding store operation
Hours:	Full time
Salary/Benefits:	Competitive Salary & Benefits
How to Apply:	To apply for this position please forward your CV to: Richard Carey (email: richard@redchair.ie). Red Chair Recruitment, Recruitment House, 91 New Street, Killarney, Co Kerry. Tel: 064 662 2007
Closing Date:	31 st March 2017

Retail Manager

Location:	Killarney
Job Summary:	Retail Manager required for clothing store in Killarney
Requirements:	<ul style="list-style-type: none"> • Experience required • Weekend & Evening work required
How to Apply:	Please apply with CV and cover letter to: byrnelaura91@yahoo.com or call: 087 124 7100

Driver

Employer:	Value Centre
Location:	Listowel
Job Summary:	Driver
Requirements:	<ul style="list-style-type: none">• Valid CPC Course attended• Relevant driving experience in Kerry and surrounding area• Valid clean driver's licence (minimum C licence)• Strong interpersonal skills and ability to work as part of a team• Highly motivated with ability to work on own initiative• Flexibility with working hours and delivery routes
Duties:	The Driver will be responsible for delivering products to our customers on designated routes. A core requirement of the role will be strong interpersonal skills and the appetite to deliver a quality service, on time to our customers
Hours:	Full time
How to Apply:	Please apply with CV and cover letter to: Joe Maguire - Manager, Value Centre Listowel, Bridge Road, Listowel, Co Kerry or email: jmaguire@bwg.ie . Tel: 068 21402
Closing Date:	31 st March 2017

Window Cleaner / General Operative

Employer:	Kerins Laundrette & Dry Cleaning
Location:	Tralee
Job Summary:	Window Cleaner / General Operative
Requirements:	<ul style="list-style-type: none">• Experience an advantage• Good English• Full clean driving licence
Duties:	Some delivery driving will be part of this role.
Hours:	Part time
How to Apply:	To apply please send CV and cover letter to: Kerins Laundrette & Dry Cleaners, 103 Strand Street, Tralee, Co Kerry or email: kerinslaundry@gmail.com

General Operative (6 Month Fixed Term Contract)

- Employer:** Torc Precision Engineering Ltd
- Location:** Killarney
- Job Summary:** General Operative (6 Month Fixed Term Contract)
- Requirements:**
- Clean driving licence
 - Fork-lift certification desirable
 - Good level of English required
- Duties:**
- Handling and storing raw materials
 - Yard and workshop cleaning
 - Operating production machinery
 - Assisting Fitters and general physical work
 - Cutting steel for scrap
- How to Apply:** To apply please send CV and cover letter to: sales@torcengineering.com.
Torc Precision Engineering Ltd, Tiernaboul Industrial Estate, Killarney, Co Kerry. Tel: 064 663 3311

Travel Executives

- Job Summary:** Travel Executives
- Requirements:** Proven track record of sales ability and target achievement.
- Duties:** Responsible for sales of current and new specialist products covering :
Holidays, City Breaks, Sport packages, Golf tours, Cruise Liner packages, and Corporate travel
- Salary/Benefits:** Competitive salary, Good Commission/Bonus structure, Product and Software Training
- How to Apply:** Please apply to: brendan@solutionsrecruitment.ie. Solutions Recruitment, Quayside House 1-2 Princess Street, Tralee, Co Kerry. Tel: 066 712 9579

Season Guides / Information Officers (Temporary Position)

- Employer:** Office of Public Works (Ionad an Bhlascaoid Mhóir – The Basket Centre)
- Location:** Dingle
- Job Summary:** Season Guides / Information Officers (Temporary Position)
- Requirements:** Interested applicants should have
- Heritage awareness
 - Relevant work experience
 - Good communication skills
 - Good team working ability
 - Fluency in Irish Language
- How to Apply:** Application form and more information can be found at:
www.opw.ie/en/recruitment/ (email address and PPS number required).
- Closing Date:** 3rd April 2017

Mechanic

- Employer:** Kerry Truck Services
- Location:** Farranfore
- Job Summary:** Mechanic
- Requirements:**
- Fully Qualified
 - Minimum 1 years' experience
 - Ideal candidate will have experience working with heavy goods vehicles, light commercial vehicles and trailers.
 - Motor/Truck mechanic qualification
 - A full clean driving license required (HGV would be an advantage)
- Duties:** Responsible for inspecting and maintaining HGV vehicles, light commercial vehicles & trailers in a modern workshop environment
- Hours:** Full time
- How to Apply:** Please email your CV and cover letter to: harry@kerrytruckservices.com.
Informal Enquiries to: Harry Mc Cann - Kerry Truck Services, Unit 2, John Doyle Business Park, Scart Cross, Farranfore, Co Kerry. Tel: 066 976 3634



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





SOUTH KERRY SKILLNET

Retail Skills Course

The Retail skills course aims to provide unemployed participants with all the necessary basic skills to enter employment within the Retail sector. The course will also provide a work experience element which will equip learners with the practical skills and experience that will enable them to enter the workplace with confidence.

Participants will receive in-depth coaching and training throughout the course

Location: Killarney
Start date: April 2017
Duration: 20 days (3 days a week – Monday, Tuesday & Wednesday) and 5 days additional work experience



Barista Skills Course



The Barista skills course aims to provide unemployed participants with the knowledge and skills to work as a Barista. You will develop skills to make various types of Coffees and tea that are regularly prepared for customers. You will also learn the full range of equipment so you can operate the equipment to operate the desired drink quality. The course will also provide a work experience element which will equip learners with the practical skills and experience that will enable them to enter the workplace with confidence.

Participants will receive in-depth coaching and training throughout the course

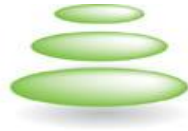
Location: Killarney
Start date: April 2017
Duration: 6 days (3 days a week – Monday, Tuesday & Wednesday) and 5 days additional work experience

Eligible Trainees include

- Persons under the age of 35 or
- Persons unemployed for more than 12 months or
- Persons with NFQ Level 5 or less or
- Persons formerly employed in the construction, manufacturing or retail sectors

For more information or to book a place on the course please contact Christine or Aoife on 066-9762477 or info@kerryskillnet.ie





SOUTH KERRY SKILLNET

Job opportunities and information on developing a career in hairdressing

Meet and speak with some of the industry leaders such as Sean Taffee, Danny Russell and Maeve O Healy Harte, other speakers on the day include South Kerry Local Employment Services, Kerry Education and Training Board

The aim of this "Foot in the Door" event is to raise awareness amongst job-seekers about job opportunities and developing careers within the hairdressing sector. The event will provide an overview and insider's view of hairdressing and an insight into particular careers/jobs and also allow an opportunity to make important contacts with industry leaders. This event will also provide trainees with information on future South Kerry Skillnet courses

Speakers will talk about their own career path and how they developed within the industry and there will be a free Cutting, up styling and colour workshop from the masters so that the candidates will learn new skills for entry into the hairdressing industry.



Date: Monday 10th April 2017
Venue: The Brehon Hotel, Killarney
Registration: 9.30am – 10am
Event Time: 10am – 12.30pm



Please register your interest with Aoife or Tracey on ☎: 066 9762477

E: info@kerryskillnet.ie

W: www.kerryskillnet.ie

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.
General Operative (An Ríocht)	Castleisland	1	CES 2029753
Tour Guide (Blennerville Windmill and Model Railway)	Blennerville	2	
Grounds Person (Kilgarvan Community Development Ltd)	Kilgarvan	2	CES 2005943
Cleaner (Kilgarvan Community Development Ltd)	Kilgarvan	1	CES 2005945
Childcare Assistant (Rainbows Crèche Glenbeigh)	Glenbeigh	1	
General Operative (Glenbeigh Community Centre)	Glenbeigh	1	

<i>Childcare Assistant</i>	<i>Ballybunion</i>	<i>3</i>	<i>CES 2010073</i>
<i>Childcare Assistant (Killorglin S & S)</i>	<i>Killorglin</i>	<i>1</i>	<i>CES 2022812</i>
<i>Childcare Assistant (Milltown Childcare)</i>	<i>Milltown</i>	<i>1</i>	<i>CES 2011294</i>
<i>Childcare Assistant</i>	<i>Valentia</i>	<i>1</i>	<i>CES 2027994</i>
<i>Childcare Assistant (Ballyheigue FRC)</i>	<i>Ballyheigue</i>	<i>1</i>	<i>CES 2031132</i>
<i>Childcare Assistant</i>	<i>Castledrum / Keel</i>	<i>2</i>	<i>CES 2010062</i>
<i>Childcare Assistant</i>	<i>Castlemaine</i>	<i>1</i>	<i>CES 2010081</i>
<i>Childcare Assistant (Killorglin Family Centre)</i>	<i>Killorglin</i>	<i>1</i>	<i>CES 2010095</i>
<i>Afterschool Assistant (Rath Oraigh)</i>	<i>Tralee</i>	<i>2</i>	<i>CES 2032582</i>
<i>Childcare Assistant</i>	<i>Scartaglen</i>	<i>1</i>	<i>CES 2010091</i>
<i>Childcare Assistant</i>	<i>Waterville</i>	<i>2</i>	<i>CES 2010093</i>
<i>Administrator (Go Kerry)</i>	<i>Killorglin</i>	<i>1</i>	<i>CES 20231393</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

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