

South Kerry Local Employment Services

JOB VACANCIES

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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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:	6 th May 2017

Business Analyst

Location:	Tralee
Job Summary:	Business Analyst
Requirements:	Strong analytical and product management skills required, including an ability to interpret customer business needs and translate them into application and operational requirements
Duties:	Ideally the Business Analyst will drive the Business Analyst activities within the organisation to ensure it executes to high performance, reliability and trust standards. Provide leadership needed to instil a team-oriented, client-driven, results-focused team. Collaborate with all functional teams to achieve strategic, tactical and project goals.
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Sales Administration Role

Location:	Killorglin or Tralee
Job Summary:	Sales Administration Role
Requirements:	<ul style="list-style-type: none">• Ideally a digital background but not essential.• Enthusiastic and willing to learn
Duties:	<ul style="list-style-type: none">• Setting up new accounts.• Monitor software and helpdesk• Deal with queries.• Referring Sales leads to Management
Hours:	Full time (40 hours. Monday to Friday)
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Legal Secretary

Location:	South Kerry`
Job Summary:	Legal Secretary
Requirements:	<ul style="list-style-type: none">• Secretarial experience in a busy office is essential• Legal experience is preferable but not essential• The successful candidate will possess excellent IT skills, Dictaphone typing desirable with good typing skills and attention to detail• Possess excellent people skills, phone skills, organisational skills and a professional image• Applicants should be adaptable, enthusiastic and friendly• Excellent communication skills are essential• We look for people who are team players, yet who can also work on their own initiative• Bright, ambitious people with the ability to work closely with others• The ability to maintain a high level of confidentiality is essential
Hours:	Full time (Monday to Friday - 09:00 - 17:30)
Salary/Benefits:	Salary is dependent on experience and qualifications
How to Apply:	Please apply with CV and cover letter to the South Kerry Local Employment Service, West Main Street, Cahersiveen, Co. Kerry or email bridiebuckley@southkerryles.ie

Arts, Design & Media

Digital Designer

Location:	Tralee
Job Summary:	Digital Designer
Requirements:	It is essential that you have 3+ years' experience as a digital designer. A Degree in Design, Multimedia, Human Computer Interaction, Product UX Design, Computer Science or related work experience is essential and an online portfolio featuring design projects is required
Duties:	Strong user centred design experience. You will support a wide range of requests for graphic assets across different teams and departments e.g. posters, flyers, infographics, business cards, icons etc. Produce user friendly designs and layouts for product features developed in the organisation. Continuously iterate and improve on designs based on team critique, internal stakeholders and external feedback. Test and validate design decisions through mock-ups and interactive prototypes and iterate quickly based on feedback. Help drive and improve user-centred design processes to get the best quality and value for our development efforts and help document and promote UI design guidelines and best practices
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Spa Manager

Employer: Muckross Park Hotel & Spa
Location: Killarney
Job Summary: Spa Manager
Requirements: Experience in a similar role in a 4 or 5 Star Hotel
How to Apply: Please submit your application in writing to: The Human Resources Manager, Muckross Park Hotel, Muckross, Killarney, Co Kerry or email hr@muckrosspark.com. Tel: 064 662 3400

Spa Therapists

Employer: Muckross Park Hotel & Spa
Location: Killarney
Job Summary: Spa Therapists
Requirements: Experience required
Hours: Full & Part time positions available
How to Apply: Please submit your application in writing to: The Human Resources Manager, Muckross Park Hotel, Muckross, Killarney, Co Kerry or email hr@muckrosspark.com. Tel: 064 662 3400

Spa Manager

Location: Killarney

Job Summary: Spa Manager

Requirements:

- Previous experience working as a Spa Manager or Supervisor.
- Experience in Spa & Beauty Treatments or a strong knowledge of this area.
- Previous experience managing & training employees.
- Good I.T. skills.
- Strong communication skills.
- Previous experience in customer service.
- Experience in sales & marketing an advantage.

Duties:

- Financial knowledge – managing budgets, payroll, etc.
- Develop Spa treatment menu and packages and retail product range.
- Develop Spa Brand, ensuring it has a strong presence and reputation in the area.
- Planning and implementation of the annual Sales & Marketing Plan to include Advertising, PR, Social Media, pro-active Sales and hosting Spa promotional events.
- Maximizing In-house Guest conversion for spa treatments. Effective promotion of spa pre-arrival and during guest stay.
- Ensure the efficient running of the Spa.
- Overseeing the Spa Reservations & Reception.
- Ensure Spa is maintained to a five-star standard.
- Review Standard Operating Procedures (SOP's) for the department and develop new SOP's as required.
- Leads, motivates and effectively communicates with the team.
- Ensure Therapists receive regular training and refresher training.
- Training of reception team on standards.
- Managing of Spa employee recruitment, appraisal & performance issues.
- Developing the booking process, arrival, thermal suite experience, treatment experience and relaxation time experience.
- Track customer feedback in the spa, monitor weekly and address feedback with the guest and with your team.
- Ensure sales activity is being done to deliver on weekly revenue target.
- Maximize Spa treatment Yield at all times.
- Management of weekly payroll budget.
- Ensure that purchasing is done per company procedures.
- Ensure regular stock takes are done in the Spa.
- Ensure all Health & Safety guidelines are being followed in the Spa at all times and that the spa is compliant with all Health & Safety legislation.

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

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

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

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

Bar Food Chef / Chef de Partie

Employer: Ballygarry House Hotel & Spa
Location: Tralee
Job Summary: Bar Food Chef / Chef de Partie
Requirements: Operate a busy Bar Food Kitchen
Duties: Work within a very busy Environment to the Highest standards of HACCP
Hours: Full time
Salary/Benefits: Dependant on experience
How to Apply: Please apply with CV and cover letter to: hr@ballygarryhouse.com. Ballygarry House Hotel and Spa, Leebrook, Tralee, Co Kerry, V92 W279. Tel: 066 712 3322

Kitchen Assistant

Location: Waterville
Job Summary: Kitchen Assistant required for busy Café in Waterville
Requirements: Experience required
Duties: Assisting with the preparation of food and general kitchen duties, tidy/wash up etc.
Hours: Full time (flexible hours - immediate start)
Salary/Benefits: Dependant on experience
How to Apply: To apply and for more information please contact: 087 773 8136

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

Breakfast Chef

Employer: Ballygarry House Hotel & Spa
Location: Tralee
Job Summary: Breakfast Chef
Requirements: Operate a busy Breakfast Kitchen
Duties: Work within a very busy Environment to the Highest standards of HACCP
Hours: Full & Part time positions available
Salary/Benefits: Dependant on experience
How to Apply: Please apply with CV and cover letter to: hr@ballygarryhouse.com.
Ballygarry House Hotel and Spa, Leebrook, Tralee, Co Kerry, V92 W279.
Tel: 066 712 3322

Cook

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

- Experience Essential
- You must be flexible and able to work well with a team and on your own initiative

Duties: Preparation of vegetables, salads, and generally assisting the chef with food preparation and cooking are the main responsibilities of the role
Hours: Part 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

Chef / Supervisor (Maternity Cover)

Location: Tralee
Job Summary: Chef / Supervisor (Maternity Cover) for Café in Tralee
Requirements: Position does not require formal Chef Qualifications but does require someone with a minimum of 2 years' experience in food prep in a Café / Delicatessen setting
How to Apply: Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Catering Staff

Location: Glenbeigh / Killorglin
Job Summary: Catering Staff
Requirements:

- 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

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.

Front Office Supervisor

Employer: Muckross Park Hotel & Spa
Location: Killarney
Job Summary: Front Office Supervisor
Requirements: Experience in a similar role in a 4 or 5 Star Hotel
How to Apply: Please submit your application in writing to: The Human Resources Manager, Muckross Park Hotel, Muckross, Killarney, Co Kerry or email hr@muckrosspark.com. Tel: 064 662 3400

Night Manager

Employer: Muckross Park Hotel & Spa
Location: Killarney
Job Summary: Night Manager
Requirements: Experience in a similar role in a 4 or 5 Star Hotel
How to Apply: Please submit your application in writing to: The Human Resources Manager, Muckross Park Hotel, Muckross, Killarney, Co Kerry or email hr@muckrosspark.com. Tel: 064 662 3400

Hotel Receptionist

Employer: Muckross Park Hotel & Spa
Location: Killarney
Job Summary: Hotel Receptionist
Requirements: Experience in a similar role in a 4 or 5 Star Hotel
How to Apply: Please submit your application in writing to: The Human Resources Manager, Muckross Park Hotel, Muckross, Killarney, Co Kerry or email hr@muckrosspark.com. Tel: 064 662 3400

Food & Beverage Assistants

Employer: Muckross Park Hotel & Spa (Jarvey's Rest & Banqueting Department)
Location: Killarney
Job Summary: Food & Beverage Assistants
Requirements: Experience required
Hours: Full & Part time positions available
How to Apply: Please submit your application in writing to: The Human Resources Manager, Muckross Park Hotel, Muckross, Killarney, Co Kerry or email hr@muckrosspark.com. Tel: 064 662 3400

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

Kitchen Assistant

Employer: Zest Café
Location: Killorglin
Job Summary: Kitchen Assistant
Requirements: Experience desirable but not essential as full training will be provided
Hours: Part time (3 days per week – hours 12:30 – 17:30 / 18:00. Days can be flexible and will include some Saturdays)
Salary/Benefits: Salary negotiable
How to Apply: To apply please send CV and cover letter to Nicola / Patricia at Zest Café, School Road, Killorglin, Co Kerry or email: info@zestcafe.ie

Commis Chef / Preparatory Chef

Employer: Ballygarry House Hotel & Spa
Location: Tralee
Job Summary: Commis Chef / Preparatory Chef
Requirements: 2nd – 3rd Year Commis Chef
Duties: Work within a very busy Environment to the Highest standards of HACCP
Hours: Full time
Salary/Benefits: Dependant on experience
How to Apply: Please apply with CV and cover letter to: hr@ballygarryhouse.com.
Ballygarry House Hotel and Spa, Leebrook, Tralee, Co Kerry, V92 W279.
Tel: 066 712 3322

Chefs (All Grades)

Employer: The Sea Lodge Hotel
Location: Waterville
Job Summary: Chefs (All Grades)
Requirements: Experience required
Hours: part time / full time
How to Apply: Please apply with CV and cover letter to: The Sea Lodge Hotel, Seafront Promenade, Waterville, Co Kerry. Tel: 066 947 8533

Kitchen Porter

Employer: The Sea Lodge Hotel
Location: Waterville
Job Summary: Kitchen Porter
Requirements: Experience required
Hours: part time / full time
How to Apply: Please apply with CV and cover letter to: The Sea Lodge Hotel, Seafront Promenade, Waterville, Co Kerry. Tel: 066 947 8533

Reception

Employer: The Sea Lodge Hotel
Location: Waterville
Job Summary: Reception
Requirements: Experience required
Hours: part time / full time
How to Apply: Please apply with CV and cover letter to: The Sea Lodge Hotel, Seafront Promenade, Waterville, Co Kerry. Tel: 066 947 8533

Bartender

Employer: The Sea Lodge Hotel
Location: Waterville
Job Summary: Bartender
Requirements: Experience required
Hours: part time / full time
How to Apply: Please apply with CV and cover letter to: The Sea Lodge Hotel, Seafront Promenade, Waterville, Co Kerry. Tel: 066 947 8533

Waiting Staff

Employer: The Sea Lodge Hotel
Location: Waterville
Job Summary: Waiting Staff
Requirements: Experience required
Hours: part time / full time
How to Apply: Please apply with CV and cover letter to: The Sea Lodge Hotel, Seafront Promenade, Waterville, Co Kerry. Tel: 066 947 8533

Accommodation Assistant

Employer: The Sea Lodge Hotel
Location: Waterville
Job Summary: Accommodation Assistant
Requirements: Experience required
Hours: part time / full time
How to Apply: Please apply with CV and cover letter to: The Sea Lodge Hotel, Seafront Promenade, Waterville, Co Kerry. Tel: 066 947 8533

Night Porter

Employer: The Sea Lodge Hotel
Location: Waterville
Job Summary: Night Porter
Requirements: Experience required
Hours: part time / full time
How to Apply: Please apply with CV and cover letter to: The Sea Lodge Hotel, Seafront Promenade, Waterville, Co Kerry. Tel: 066 947 8533

Bartender

Employer: Eviston House Hotel
Location: Killarney
Job Summary: Bartender for busy Hotel Bar
Requirements: Minimum 2 years' experience
Duties: Responsible serving drinks in a very fast paced environment
Hours: Full time
Salary/Benefits: Dependant on experience
How to Apply: Please apply with CV and cover letter to: information@evistonhouse.com or via post to: Eviston House Hotel, 97 New Street, Killarney, Co Kerry.
Tel: 064 663 1640
Closing Date: 17th April 2017

Duty Manager

Employer: Eviston House Hotel
Location: Killarney
Job Summary: Duty Manager required to join a very experienced management team. You will manage the day to day operations of the hotel during your duty shift reporting directly to the Operations Manager. Ideal for someone looking for career advancement or a new challenge
Requirements:

- Minimum 2 years' supervisory experience in a similar role
- Experience in F&B, Housekeeping and Front Office

Duties: Liaise with Senior Management and H.O.D.'s to assist in the operations of the Hotel
Hours: Full time
Salary/Benefits: Dependant on experience
How to Apply: Please apply with CV and cover letter to: information@evistonhouse.com or via post to: Eviston House Hotel, 97 New Street, Killarney, Co Kerry.
Tel: 064 663 1640
Closing Date: 17th April 2017

Linen Porter

Employer: Eviston House Hotel
Location: Killarney
Job Summary: Linen Porter
Requirements: Previous experience in a similar role
Duties: Assist the accommodation department and maintain the public areas of the hotel
Hours: Full time
Salary/Benefits: Dependant on experience
How to Apply: Please apply with CV and cover letter to: information@evistonhouse.com or via post to: Eviston House Hotel, 97 New Street, Killarney, Co Kerry.
Tel: 064 663 1640
Closing Date: 17th April 2017

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 jularbutus@yahoo.ie

Accommodation Assistants

Location: Killarney (Various Locations)
Job Summary: Accommodation Assistants
Requirements: Experience preferable
Duties:

- To ensure that all guest bedrooms and public areas are cleaned to the highest standard on a day to day basis, and that the agreed standards are achieved at all times.
- Greet all guests in a warm and friendly manner
- 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 report all lost property and maintenance issues to the supervisor
- Maintain stock levels of stationary, linen, towels and amenity requirements in order to ensure consistency in standards
- Check that all appliances are present in the room and are in working order
- Dust, polish and vacuum carpet

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

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.

Cook

Employer: Red Fox Inn
Location: Glenbeigh
Job Summary: Cook
Hours: 35 hours per week over 5 days. Seasonal position
How to Apply: To apply please contact Tim on: 066 976 9184 or email: info@kerrybogvillage.ie. Red Fox Inn, Ballincleave, Glenbeigh, Co Kerry

Food & Beverage Assistants

- Location:** Killarney (Various Locations)
- Job Summary:** Food & Beverage Assistants
- Requirements:**
- Minimum 1 years' previous experience in a similar role at 4 or 5 Star Level
 - Positive attitude
 - Have a friendly and outgoing manner
 - Be well-presented and maintain a professional image at all times through appearance
 - Have excellent communication and interpersonal skills
 - Have fluent English, both verbal and written
 - Be courteous and focused on providing a consistently high standard of customer service
 - Be a team player, flexible
 - Have local knowledge of Killarney
- Duties:**
- Welcome guests in a polite and friendly manner
 - To take and deliver customer orders
 - Demonstrate high levels of customer service
 - Follow cash handling procedures
 - Respond to guest queries in a timely and efficient manner
 - Ensure cleanliness of your work area
 - Assist with the preparation and set up of the dining room for service
- 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

Technical Writer / Content Developer

Location: Tralee

Job Summary: Technical Writer / Content Developer. The ideal candidate has a passion for writing, is technically and analytically focused, is self-motivated but works well in a team, and has excellent written and verbal English communication skills. This is a challenging position as part of a vibrant, motivated team working for an international company with significant growth potential. If you are up for a challenging, rewarding career with lots of opportunity to progress and learn in a team-oriented environment, and you have the right technical skills, and you would like to live and work in an environment with the best work-life balance

Requirements: It is essential that the person who carries out this role has a BA/BSc. in a related field, or equivalent experience and is familiar with OO development and web development. Must have a desire to work in a service-oriented environment with a focus on delivery of high-quality services to the business and to our clients. Previous experience explaining technical concepts in the classroom or in writing and good visual design skills.

Technical Skills Requirements:

- HTML, XML, CSS, software development lifecycle, web development, ASP.NET, C#, SQL.
- A candidate with experience in the following would be a bonus but not essential:
- DITA, JavaScript, XSLT

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

Application Security Engineer

Location: Tralee

Job Summary: Application Security Engineer

Requirements: An in depth understanding and experience in the field of application security. It is essential that the person who carries out this role has an excellent working knowledge of C# and .NET Framework and a high level of understanding of the software development life cycle. A comprehensive knowledge and interest in the field of application security is a must as it an in-depth understanding of common vulnerabilities, attack vectors and prevention techniques. A proven record of working in a leadership position in software development teams is essential

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

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

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

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

Test Engineer

Location: Millstreet
Job Summary: Test Engineer
Requirements: Degree in Electronic Engineering, or similar is essential. C/C++ Programming expertise and a knowledge of PLC programming is required
Duties: Computer literate – including Database, Microsoft Word, Excel; email

- Working in the Engineering department, you will provide engineering support to the Operations function.
- Develop the test strategy for products.
- Design, development and construction of the hardware and software required to test products at the final assembly cell
- Development and implementation of advanced test and inspection methods including automatic vision inspection systems, push and pull force measurements, rotary force measurements and MT methods
- Verification of the testing process

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

Off Shift Supervisor

Location: Millstreet

Job Summary: Off Shift Supervisor

Requirements:

- Target focused & attention to detail & accuracy essential
- Supervisory Industrial / Automotive experience desirable.
- Strong communication and interpersonal skills essential.
- Flexible to work shift & change to meet customer demand at short notice

Qualifications:

- Minimum Certificate in Electronic, Electrical, Mechanical, Manufacturing or Quality Engineering
 - Supervisory Management experience/qualification
- Duties:**
- Supervision & Management of production personnel.
 - Achievement of production targets.
 - Drive process improvements in conjunction with other teams.
 - Documentation of production reports.
 - Conduct performance appraisals promptly with production personnel.
 - Maintain positive employee relations through the implementation of ALPS HR Policies
 - Ensure the health and safety of employees. Report and investigate all accidents / incidents and follow through on corrective actions promptly. Continually develop safe practices and ensure the all production personnel are fully informed of all safety procedures.
 - Maintain company 5S system (Housekeeping)
 - Achieve individual performance goals as per performance review

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

Manufacturing Technician

Location: Millstreet

Job Summary: Manufacturing Technician

Requirements:

- Technical qualification as well as relevant trade experience.
- Preferably previous experience in high volume manufacturing industry.
- Ideally an understanding of manufacturing processes in an automotive environment
- Must be able to provide solutions to moderately complex to semi-routine problems.
- Must have the ability to recognize deviation from accepted practice/standard.
- Must be able to apply knowledge of current Good Manufacturing Practices and safety regulations.
- Must be able to exercise judgment within generally well-defined procedures and practices to determine appropriate action.
- Excellent verbal, technical writing, project management and interpersonal skills are required.

Duties:

- Locates and diagnoses failure, replaces defective components and performs basic troubleshooting using standard equipment, detailed drawings, diagrams, sketches, specifications, prints, manuals and verbal and/or written instructions.
- Complete and document maintenance activities using Mainsaver CMMS.
- Maintain appropriate maintenance and repair logs.
- Uses a variety of hand, power and test tools and equipment.
- Provides general maintenance support as designated by supervisor to include any or all of the following areas: Process equipment; HVAC equipment; Purified Water; assembly Equipment.
- Calibration responsibilities may include: temperature; differential pressures; weigh scales.
- Maintains and reviews existing maintenance tasks and procedures to ensure they are up to date and accurate.
- Reports accurately on all equipment downtimes
- Coordinates maintenance on critical systems/equipment with supervisor.
- Performs multi-shift work as required.
- Complies with all safety Lock out-Tag Out regulations.

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

Shop Assistant

Employer:	An Siopa Feirme
Location:	Waterville
Job Summary:	Shop Assistant
Requirements:	To qualify a person must be on a Social Welfare payment for over 12 months
Duties:	Duties would include - but not limited to: <ul style="list-style-type: none"> • Dealing with customers • Handling cash and credit card payments • Using the till • Dealing with suppliers – and taking in deliveries • Checking deliveries off against delivery dockets and dealing with issues on the spot • Stocking the shelves and fridges • Collating and presenting invoices /delivery dockets/ returns dockets to the office for payment of suppliers • Liaising with Administrator in the office regarding ordering of supplies
Hours:	Part time (19.5 hours per week)
How to Apply:	To verify eligibility and apply please call into the South Kerry Local Employment Service, West Main Street, Cahersiveen, Co. Kerry for further information. Telephone Marie on 066 947 3068. Bring a copy of your CV with you. Training will be provided.

Retail Supervisor

Location:	Killarney
Job Summary:	Retail Supervisor. Ideal candidate will be currently working or have experience within a fast paced retail environment as team leader or equivalent. Reporting to the Assistant and Store Manager you will be commercially minded and will lead and inspire your sales team keeping them motivated to deliver outstanding results. You will be proactive regarding your own development needs to progress and support the continued growth of the business
Requirements:	Minimum 1 years' retail experience preferably in a Supervisor position
Hours:	Part time
How to Apply:	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

Security, General Operatives & General Services

Cleaner

Employer: St. Francis Special School
Location: Beaufort
Job Summary: Cleaner
Requirements: Applicants must be willing and able to use a floor washing machine and buffer
Hours: Part time (15 hours per week)
How to Apply: Please submit CV with references to: The Principal, St. Francis Special School, Beaufort, Co Kerry. Please enclose a S.A.E. for the return of CV's
Closing Date: 21st April 2017

HGV Driver / Fitter

Employer: C. Wharton Plant Services Ltd
Location: Farranfore
Job Summary: HGV Driver / Fitter
Requirements: Experience on Trucks & Plant Machinery
How to Apply: To apply please contact: C. Wharton Plant Services Ltd, Farranfore, Co Kerry. Tel: 086 231 0877

Transport, Warehousing & Motors

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.
Facilities Team Member (KDYS Youth Centre)	Killarney	2	CES 2035003
Assistant Youth Worker (KDYS Youth Centre)	Listowel	1	CES 2032189
Childcare Assistant (Rainbows Crèche)	Glenbeigh	1	
General Operative (Glenbeigh Community Centre)	Glenbeigh	1	CES 2034210
Grounds Person (Kilgarvan Community Development Ltd)	Kilgarvan	2	CES 2005943
Cleaner (Kilgarvan Community Development Ltd)	Kilgarvan	1	CES 2005945
General Administration	Kenmare	1	CES 2034223
Childcare Assistant	Castledrum / Keel	2	CES 2010062
Childcare Assistant	Castlemaine	1	CES 2010081
Childcare Assistant (Killorglin Family Centre)	Killorglin	1	CES 2010095
Childcare Assistant	Scartaglen	1	CES 2010091
Childcare Assistant	Waterville	2	CES 2010093
Childcare Assistant	Ballybunion	3	CES 2010073
Childcare Assistant (Ballyheigue FRC)	Ballyheigue	2	CES 2031132
Childcare Assistant	Glenbeigh	1	CES 2010084
Childcare Assistant (Killorglin Scamps & Scholar)	Killorglin	1	CES 2022812
Childcare Assistant (Milltown Childcare)	Milltown	1	CES 2011294
After-schools Assistant	Rath Oraigh	2	CES 2032582
Childcare Assistant	Valentia	1	CES 2027994
Childcare Assistant	Headford	1	CES 2034503
Childcare Assistant	Listry	1	CES 2034795
Cleaner	Scartaglen	1	CES 2034789
Caretaker / Cleaner (St Brigid's)	Tralee	1	CES 2034791
Receptionist (afternoons) (St Brigid's)	Tralee	1	CES 2034800

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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