

# South Kerry Local Employment Services

## JOB VACANCIES

18<sup>th</sup> 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, 2<sup>nd</sup> 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

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<b>Employer:</b>	Red Chair Recruitment
<b>Job Summary:</b>	Office Operations Executive. Our client provides a high-end luxury product and is presently seeking an Office Operations Executive to join their expanding team.
<b>Requirements:</b>	Must have 5 years+ work experience in a similar environment
<b>Duties:</b>	Deal with Suppliers & Customers
<b>Hours:</b>	Full time
<b>Salary/Benefits:</b>	Competitive Salary (DOE)
<b>How to Apply:</b>	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
<b>Closing Date:</b>	6 <sup>th</sup> May 2017

## Business Analyst

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<b>Location:</b>	Tralee
<b>Job Summary:</b>	Business Analyst
<b>Requirements:</b>	Strong analytical and product management skills required, including an ability to interpret customer business needs and translate them into application and operational requirements
<b>Duties:</b>	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.
<b>How to Apply:</b>	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

## Sales Administration Role

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

## Legal Secretary

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

## Arts, Design & Media

### Digital Designer

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<b>Location:</b>	Tralee
<b>Job Summary:</b>	Digital Designer
<b>Requirements:</b>	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
<b>Duties:</b>	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
<b>How to Apply:</b>	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email <a href="mailto:jgriffin@skdp.net">jgriffin@skdp.net</a>

## Spa Manager

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**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.
- Financial knowledge – managing budgets, payroll, etc.

**Duties:**

- 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](mailto:jgriffin@skdp.net)

## Junior Quantity Surveyor

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**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:** 6<sup>th</sup> May 2017

## Fit-Out Foreman

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**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:** 6<sup>th</sup> May 2017

### Chefs (Various Grades)

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**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

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**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

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**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

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**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

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**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

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**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

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**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)

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**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

## Chefs (All Grades)

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**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

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**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.

## Accommodation Assistants

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**Location:** Killarney  
**Job Summary:** Accommodation Assistants required for busy 4 Star town centre B&B  
**Requirements:**

- Fluent English required
- Previous relevant experience preferred
- Flexibility to work weekends

**Hours:** Full & Part time positions available (Seasonal)  
**How to Apply:** To apply or for more information please contact South Kerry Jobs Club, 37a High Street - 2nd Floor, Killarney, Co Kerry via email at: killarneyjobsclub@southkerryiles.ie or telephone: 064 663 7833

## Kitchen Porter

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**Location:** Killorglin  
**Job Summary:** Kitchen Porter  
**Hours:** Part time (20 hours per week minimum – 5 days per week)  
**How to Apply:** To apply please contact: 087 123 1353

## Waiting Staff

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**Location:** Killorglin  
**Job Summary:** Waiting Staff  
**Hours:** Part time (10-15 hours per week variable – 2 days per week)  
**How to Apply:** To apply please contact: 087 123 1353



## Chef

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<b>Employer:</b>	Kerry Coast Hotel (Franks Bar / Restaurant)
<b>Location:</b>	Cahersiveen
<b>Job Summary:</b>	Chef
<b>Requirements:</b>	<ul style="list-style-type: none"><li>• Applicant should be passionate about food quality and presentation and willing to learn</li><li>• Ability to work as part of a team and must have completed HACCP course</li><li>• Applicant should be a good time keeper and reliable at all times</li><li>• Minimum 1 years' previous experience, or newly qualified</li></ul>
<b>Hours:</b>	Full time
<b>How to Apply:</b>	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

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

## Night Porter

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<b>Location:</b>	Killarney
<b>Job Summary:</b>	Night Porter for 5 Star Hotel
<b>Requirements:</b>	Experience essential
<b>Hours:</b>	Part time (3-4 nights per week)
<b>How to Apply:</b>	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

## Kitchen Porter

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<b>Location:</b>	Killarney
<b>Job Summary:</b>	Kitchen Porter for 5 Star Hotel
<b>Requirements:</b>	Experience essential
<b>Hours:</b>	Part time (Variable)
<b>How to Apply:</b>	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

### Commis Chef / Preparatory Chef

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**Employer:** Ballygarry House Hotel & Spa  
**Location:** Tralee  
**Job Summary:** Commis Chef / Preparatory Chef  
**Requirements:** 2<sup>nd</sup> – 3<sup>rd</sup> 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](mailto:hr@ballygarryhouse.com).  
Ballygarry House Hotel and Spa, Leebrook, Tralee, Co Kerry, V92 W279.  
Tel: 066 712 3322

### Chefs (All Grades)

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**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

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**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

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**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

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**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

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**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

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**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

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**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

## Cook

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**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

## Cook (with Light Housekeeping duties)

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**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](mailto:jularbutus@yahoo.ie)

## Accommodation Assistants

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**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](mailto:jgriffin@skdp.net)

## Kitchen Assistant

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**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](mailto:skelligwhelan@gmail.com). Skellig Mist Café/Restaurant, Portmagee Village, Co Kerry. Tel: 066 947 7250.

## Breakfast Waiting Staff

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**Employer:** Ashville House  
**Location:** Killarney  
**Job Summary:** Breakfast Waiting Staff  
**Requirements:** Experience desirable  
**How to Apply:** Please apply with CV and cover letter via email: [info@ashvillekillarney.com](mailto:info@ashvillekillarney.com) or telephone: 064 663 6405. Ashville House, Rock Road, Killarney, Co Kerry.

## Food & Beverage Assistants

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- 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](mailto:jgriffin@skdp.net)

## Accommodation Assistants

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- Employer:** Ashville House
- Location:** Killarney
- Job Summary:** Accommodation Assistants
- Requirements:** Experience desirable
- Hours:** Full & Part time positions available
- How to Apply:** Please apply with CV and cover letter via email: [info@ashvillekillarney.com](mailto:info@ashvillekillarney.com) or telephone: 064 663 6405. Ashville House, Rock Road, Killarney, Co Kerry.

## Wash-Up Staff

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- Employer:** Ashville House
- Location:** Killarney
- Job Summary:** Wash-Up Staff
- Requirements:** Experience desirable
- How to Apply:** Please apply with CV and cover letter via email: [info@ashvillekillarney.com](mailto:info@ashvillekillarney.com) or telephone: 064 663 6405. Ashville House, Rock Road, Killarney, Co Kerry.

## Technical Writer / Content Developer

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**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](mailto:jgriffin@skdp.net)

## Application Security Engineer

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**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](mailto:jgriffin@skdp.net)

## Helpdesk Support Analyst

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<b>Employer:</b>	Red Chair Recruitment
<b>Location:</b>	Tralee
<b>Job Summary:</b>	Helpdesk Support Analyst
<b>Requirements:</b>	A minimum of 3+ years' experience within a similar supervisory role.
<b>Duties:</b>	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.
<b>Hours:</b>	Full time
<b>Salary/Benefits:</b>	Competitive Salary Package (DOE)
<b>How to Apply:</b>	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
<b>Closing Date:</b>	6 <sup>th</sup> May 2017

## IT Support Engineer

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<b>Employer:</b>	Red Chair Recruitment
<b>Location:</b>	Tralee
<b>Job Summary:</b>	IT Support Engineer. This is an entry level IT job with training provided
<b>Requirements:</b>	Computer Qualification a must – Windows applications
<b>Duties:</b>	Daily technical support and hardware duties
<b>Hours:</b>	Full time
<b>Salary/Benefits:</b>	€9.75 per hour
<b>How to Apply:</b>	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

## Medical Professionals & Healthcare

### Personal Assistants

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<b>Employer:</b>	Irish Wheelchair Association
<b>Location:</b>	Cahersiveen
<b>Job Summary:</b>	Personal Assistants
<b>Requirements:</b>	<ul style="list-style-type: none"><li>• Experience of working with people in their own homes essential</li><li>• QQI Major Award ( FETAC LEVEL 5) in Healthcare</li><li>• QQI certification of modules completed</li><li>• In Date Patient and Moving Handling Cert</li><li>• Driver's license and own transport</li></ul>
<b>Hours:</b>	Part time. Flexible hours
<b>How to Apply:</b>	To apply please email your current CV to paul.foster@iwa.ie or post with a covering letter to Paul Foster, Irish Wheelchair Association, Lime Tree House, Killeen, Tralee, Co Kerry. 2 Contactable written references plus Passport or other photo ID may be required.

## Hotel Maintenance Technician

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**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:** 6<sup>th</sup> May 2017

## Test Engineer

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**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  
Computer literate – including Database, Microsoft Word, Excel; email  
**Duties:**

- 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

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**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](mailto:jgriffin@skdp.net)

## Manufacturing Technician

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**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](mailto:jgriffin@skdp.net)

## Shop Assistant

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<b>Employer:</b>	An Siopa Feirme
<b>Location:</b>	Waterville
<b>Job Summary:</b>	Shop Assistant
<b>Requirements:</b>	To qualify a person must be on a Social Welfare payment for over 12 months
<b>Duties:</b>	Duties would include - but not limited to: <ul style="list-style-type: none"> <li>• Dealing with customers</li> <li>• Handling cash and credit card payments</li> <li>• Using the till</li> <li>• Dealing with suppliers – and taking in deliveries</li> <li>• Checking deliveries off against delivery dockets and dealing with issues on the spot</li> <li>• Stocking the shelves and fridges</li> <li>• Collating and presenting invoices /delivery dockets/ returns dockets to the office for payment of suppliers</li> <li>• Liaising with Administrator in the office regarding ordering of supplies</li> </ul>
<b>Hours:</b>	Part time (19.5 hours per week)
<b>How to Apply:</b>	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

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<b>Location:</b>	Killarney
<b>Job Summary:</b>	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
<b>Requirements:</b>	Minimum 1 years' retail experience preferably in a Supervisor position
<b>Hours:</b>	Part time
<b>How to Apply:</b>	Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email <a href="mailto:jgriffin@skdp.net">jgriffin@skdp.net</a>

## Cleaner

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**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:** 21<sup>st</sup> April 2017



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



### 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 Riocht)	Castleisland	1	CES 2029753
Tour Guide (Blennerville Windmill & Model Railway)	Tralee	2	CES 2033640
Grounds Person (Kilgarvan Community Development Ltd)	Kilgarvan	3	CES 2005943
Cleaner (Kilgarvan Community Development Ltd)	Kilgarvan	1	CES 2005945

<i>Facilities Team Member (KDYS Youth Centre)</i>	<i>Killarney</i>	<i>2</i>	<i>CES 2035003</i>
<i>Assistant Youth Worker (KDYS Youth Centre)</i>	<i>Listowel</i>	<i>1</i>	<i>CES 2032189</i>
<i>Childcare Assistant (Rainbows Crèche)</i>	<i>Glenbeigh</i>	<i>1</i>	
<i>General Operative (Glenbeigh Community Centre)</i>	<i>Glenbeigh</i>	<i>1</i>	<i>CES 2034210</i>
<i>General Administration</i>	<i>Kenmare</i>	<i>1</i>	<i>CES 2034223</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>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>Childcare Assistant</i>	<i>Ballybunion</i>	<i>3</i>	<i>CES 2010073</i>
<i>Childcare Assistant (Ballyheigue FRC)</i>	<i>Ballyheigue</i>	<i>2</i>	<i>CES 2031132</i>
<i>Childcare Assistant</i>	<i>Glenbeigh</i>	<i>1</i>	<i>CES 2010084</i>
<i>Childcare Assistant (Killorglin Scamps &amp; Scholar)</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>After-schools Assistant (Rath Oraig)</i>	<i>Tralee</i>	<i>2</i>	<i>CES 2032582</i>

#### Local Employment Service - Cahersiveen

West Main Street,  
Cahersiveen.  
Co. Kerry

**Tel: 066 947 3068**

#### Local Employment Service - Killarney

37A High Street  
2<sup>nd</sup> 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,  
1<sup>st</sup> 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](mailto:linda@volunteerkerry.ie) or visit our website [www.volunteerkerry.ie](http://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](mailto:killarney@kerrylibrary.ie)

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



Working under contract for the  
Department of Social Protection

