## **South Kerry Local Employment Services**

# JOB VACANCIES

24<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 OfficeKillorglin OfficeKillarney Office21 Henry Street,Library Place,37A High Street,First FloorKillorglin,2nd FloorKenmare,Co. KerryKillarney,Co. KerryCo. Kerry

Tel: 064 664 1930 Tel: 066 976 1615 Tel: 064 663 6966

### **Killarney Jobs Club**

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

✓ Jobs Club Training

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









#### **Administration & Office**

#### **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<sup>th</sup> May 2017

#### **Legal Secretary**

Location: South Kerry`
Job Summary: Legal Secretary

**Requirements:** • 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

#### **Building & Construction**

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

#### **Education, Training & Childcare**

#### **Relief Childcare Worker**

**Employer:** Danú Childcare Centre

**Location:** Rathmore

Job Summary: Relief Childcare Worker
Requirements: • Minimum FETAC Level 5

**How to Apply:** Apply with cover letter and CV to: Danú Childcare, Rathmore, Co Kerry or

email danurathmore@gmail.com

Closing Date: 2<sup>nd</sup> May 2017

#### **Hotel & Catering**

#### **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

#### **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

#### 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

#### **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

#### **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

#### **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.

#### **Accommodation Assistants**

**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@southkerryles.ie or telephone: 064 663 7833

#### **Kitchen Porter**

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**

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

#### **Commis Chef / Preparatory Chef**

**Employer:** Ballygarry House Hotel & Spa

**Location:** Tralee

Job Summary: Commis Chef / Preparatory Chef Requirements:  $2^{nd} - 3^{rd}$  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 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

#### 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

#### **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.

#### **Breakfast Waiting Staff**

**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

or telephone: 064 663 6405. Ashville House, Rock Road, Killarney, Co Kerry.

#### **Accommodation Assistants**

**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

or telephone: 064 663 6405. Ashville House, Rock Road, Killarney, Co Kerry.

#### Wash-Up Staff

**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

or telephone: 064 663 6405. Ashville House, Rock Road, Killarney, Co Kerry.

#### **Kitchen Assistant**

**Employer:** QC's Townhouse & Seafood Restaurant

Location: Cahersiveen
Job Summary: Kitchen Assistant

**Requirements:** • Experience preferable

**Hours:** Full time (Seasonal)

**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

#### **IT & Computing**

#### **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<sup>th</sup> 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

#### **Medical Professionals & Healthcare**

#### **Personal Assistants**

**Employer:** Irish Wheelchair Association

**Location:** Cahersiveen

**Job Summary:** Personal Assistants

**Requirements:** • Experience of working with people in their own homes essential

• QQI Major Award (FETAC LEVEL 5) in Healthcare

• QQI certification of modules completed

• In Date Patient and Moving Handling Cert

• Driver's license and own transport

**Hours:** Part time. Flexible hours

**How to Apply:** 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.

#### **Optical Assistant**

**Location:** Mid-Kerry

Job Summary: Optical Assistant

**Requirements:** • Office experience desirable but not essential (training will be provided)

• Must have own transport as inter-practice travel occasionally required

Flexibility in working hours

**Hours:** Full time

**How to Apply:** Please apply with CV and cover letter to South Kerry Local Employment

Service, Library Place, Killorglin, Co Kerry. Tel: 066 976 2444

#### **Production, Engineering & Science**

#### **Hotel Maintenance Technician**

**Employer:** Red Chair Recruitment

**Location:** Killarney

Job Summary: Hotel Maintenance Technician

**Requirements:** 4+ Years' Experience

**Duties:** Offer maintenance and repairs to public areas, guestrooms and

administrators office buildings. Guarantee that projects are all promptly

accomplished and in line with appropriate specifications.

**Hours:** Full time

Salary/Benefits: Competitive Salary (DOE)

**How to Apply:** To apply for this position please forward your CV to: Zack Birdthistle (email:

zack.birdthistle@redchairrecruitment.ie). Red Chair Recruitment,

Recruitment House, 91 New Street, Killarney, Co Kerry. Tel: 064 662 2007

Closing Date: 6<sup>th</sup> May 2017

#### Retail

#### **Shop Assistant**

**Employer:** An Siopa Feirme Location: Waterville

**Job Summary:** 

**Shop Assistant Requirements:** 

**Duties:** 

To qualify a person must be on a Social Welfare payment for over 12 months Duties would include - but not limited to:

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)

To verify eligibility and apply please call into the South Kerry Local **How to Apply:** 

> 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.

#### **Deli Staff**

**Employer:** Gala Supermarket

Location: Killarney Job Summary: Deli Staff

**Requirements:** Experience desirable

Must be flexible for weekend work

**Hours:** Full & Part time positions available

How to Apply: To apply please send CV and cover letter to:

daybreakhighstreet@yahoo.com. Gala Supermarket, 37 High Street,

Killarney, Co Kerry. Tel: 064 662 6767

#### **Security, General Operatives & General Services**

#### **Stores Supervisor**

**Location:** Killarney

Job Summary: Stores Supervisor

**Requirements:** The ideal candidate will have experience in a similar role with good

communication skills. Knowledge of electrical and lighting products would

be an advantage

**Duties:** The stores supervisor will be responsible for operating the stores in a

productive, safe and efficient manner. Your duties will include

Goods In

Picking and packing sales orders

Putting stock away

Scheduling deliveries in our own vans and couriers

Stock Purchase orders

Stock checking and counting

Maintaining Cable Winding machine and Reach Truck

Entering Goods Receipts and Delivery Confirmation Notes on the

Computer

Liaising with suppliers on deliveries, short or damaged deliveries and

completing the documentation on the computer

**How to Apply:** Please send CV to Joanne Griffin, South Kerry Development Partnership,

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







# 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 Programme Placements**

#### **TÚS Participation Requirements**

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

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

#### Please contact your Local Employment Service Offices

#### **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.
Grounds Person (Kilgarvan Community Development Ltd)	Kilgarvan	3	CES 2005943
Cleaner (Kilgarvan Community Development Ltd)	Kilgarvan	1	CES 2005945
Childcare Assistant	Ballybunion	3	CES 2010073
Childcare Assistant (Ballyheigue FRC)	Ballyheigue	2	CES 2031132
Childcare Assistant	Glenbeigh	1	CES 2010084
Childcare Assistant (Killorglin S & S)	Killorglin	1	CES 2022812
Childcare Assistant (Milltown Childcare)	Milltown	1	CES 2011294
Afterschool Assistant (Rath Oraigh)	Tralee	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
Care-taker / Cleaner (St Brigid's)	Tralee	1	CES 2034791
Receptionist (afternoons) (St Brigid's)	Tralee	1	CES 2034800
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
Cleaner (Ard Alainn Health Care)	Killorglin	1	CES 2032069
Tour Guide (Blennerville Windmill & Model Railway)	Tralee	1	CES 2033640

Local Employment Service - Cahersiveen	Local Employment Service - Killarney	Local Employment Service - Killorglin	Local Employment Service - Kenmare
West Main Street, Cahersiveen. Co. Kerry	37A High Street 2 <sup>nd</sup> Floor Killarney, Co. Kerry	Library Place, Killorglin Co. Kerry	21 Henry Street, 1 <sup>st</sup> Floor Kenmare, Co. Kerry
Tel: 066 947 3068	Tel: 064 663 6966	Tel: 066 976 1615	Tel: 064 664 1930

#### **Services from the Local Employment Services**

#### **Job Seekers**

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

#### **Employers**

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

#### **Volunteering Opportunities**

#### Volunteer to increase your chances of employment

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

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

#### **Services from the Killarney Library**

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

**Opening Hours:** Monday, Wednesday, Friday, Saturday: 10:00 a.m. - 5.00 p.m.

Tuesday & Thursday: 10:00 a.m. - 8:00 p.m.

**Address:** Rock Road, Killarney, Co. Kerry

**Librarians:** Eamon Browne, Kathleen Rice, Noreen Dennehy, Hazel Joy.

**Phone:** (064) 663 2655 **Fax:** (064) 663 2967

**Email:** killarney@kerrylibrary.ie

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







