South Kerry Local Employment Services

JOB VACANCIES

19th June, 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 | |

<u>Killorglin Office</u> Library Place, Killorglin, Co. Kerry Killarney Office 37A High Street, 2nd Floor Killarney, Co. Kerry

Tel: 064 664 1930

Tel: 066 976 1615

Tel: 064 663 6966

Killarney Jobs Club

✓ Curriculum Vitae (C.V.'s)

37A High Street, 2nd Floor, Killarney.

Cover Letters

Jobs Club Training

Our offices are open from Monday to Friday 9:00 – 17:00

Tel: 064 - 663 7833

(Except lunchtime)









Accounting, Financing & Purchasing

Financial Controller/Office Manager

| Employer: | Bathrooms 4U |
|----------------------|--|
| Location: | Tralee |
| Job Summary: | Financial Controller/Office Manager |
| Requirements: | The ideal candidate must be an enthusiastic team leader reporting directly |
| | to the MD. |
| Duties: | Duties will include: |
| | Credit Control/Accounts management |
| | Day to Day staff management |
| | Management of sales team targets |
| Salary/Benefits: | Generous renumeration based on experience. |
| How to Apply: | Please send your CV to info@b4u.ie, Address: Right Price Tiles Centre, |
| | Manor West, Mile Height, Tralee, Tel.: 066 719 7009. |
| Closing Date: | 23 rd June 2017 |

Sales Planner

| Employer: | Forest Produce Limited |
|---------------|--|
| Location: | Tralee |
| Job Summary: | Sales Planner |
| Requirements: | Excellent computer skills with the competence in MS Excel, Word and Outlook. Previous experience in Sage 50 accounts package. Be self- motivated with strong attention to detail. Be enthusiastic and willing to learn. |
| Duties: | Purchase order management. Stock level management. Liaising with suppliers and customers across several countries. Effectively manage delivery logistics etc. |
| How to Apply: | Please forward CV to Forest Produce Ltd., Clahane, Ballyard, Tralee, Co. Kerry, Ireland Eircode: V92 YA06, Tel.: 066 712 1217, email: info@forestproduce.ie |

Administration & Office

Administrator with French

| Location: | Kerry |
|---------------|---|
| Job Summary: | Administrator with French |
| Hours: | Full time/part time |
| How to Apply: | Please apply via Brendan Timothy - Timothy & O'Connor Chartered Certified |
| | Accountants, Princes Quay House, 15 Princes Street, Tralee, Co Kerry Tel: |
| | 066 712 9579 or email to: brendan@solutionsrecruitment.ie |

Arts, Design & Media.

Artist in Residence Panel

| Employer: | Kerry County Council |
|--------------------------------|--|
| Location: | Tralee |
| Job Summary: | Kerry County Council co-funded by the Arts Council and supported by the National Parks and Wildlife Service invites applications for an Artist |
| | RESIDENCY panel. The panel will remain active for 3 years from the date of selection. |
| Requirements: | Literature, film, dance and music are the focus areas for the coming three years. Subject to budgets, one or more residencies will be enacted each year, contract duration will depend on budgets. |
| How to Apply: Closing Date: | Brief details FOR APPLICATION available from arts@kerrycoco.ie 7 th July 2017 |

Building & Construction

Apprentice Plasterer

| Location: | Kerry |
|----------------------|--|
| Job Summary: | Apprentice Plasterer 1 st , 2 nd or 3 rd year |
| Requirements: | Work through Kerry. General labourer would also be considered |
| Hours | Full time. Monday – Friday, 8am – 5pm |
| How to Apply: | For further information please contact Malachy on 087 269 3638 |

Site Administrator

| Employer: | Eamon Costello (Kerry) Ltd. |
|---------------|---|
| Location: | Tralee |
| Job Summary: | Site Administrator for busy Tralee construction site. Immediate position available – experience & references essential. |
| How to Apply: | Please email us to: info@eckerry.com |

Block Layer

| Location: | Killarney |
|------------------|---|
| Job Summary: | Experienced block layer required for South Kerry, Killarney & Mid-Kerry area, |
| | Safe Pass & own transport essential. |
| Salary/Benefits: | Wages negotiable. |
| How to Apply: | Please telephone John: 087 941 8599 |

Beauty, Hair, Fitness & Leisure

Spa Therapists

| Location: | Killarney |
|--------------------------------|---|
| Job Summary: | As a therapist you will be responsible for ensuring outstanding treatment standards in the spa as well as delivering the Spa. |
| Requirements: | As a therapist, you will be required to have knowledge of the following: Swedish Massage, Deep Tissue Massage, Facial, Waxing, Manicure, Pedicure. Must be customer service oriented and able to communicate effectively with clients, management and co-workers. Understanding and belief in the healing benefits of massage therapy and bodywork. 1 year industry experience Experience as a therapist in a five star environment is an advantage. Excellent understanding of client care and five star treatments. |
| How to Apply: | Ability to work for and as part of a dedicated and passionate team. Good level of written English. Exceptional customer care skill. Ability to work under pressure. Excellent personal presentation. Confidence and professionalism when dealing with high profile clients. Please send CV to Joanne Griffin, South Kerry Development Partnership, |
| Hairdresser | Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net |
| Location: | Killorglin |
| Job Summary: | Hairdresser. To cover maternity with the intention of the position becoming permanent. |
| Requirements: How to Apply: | Must be fully qualified with at least 5 years plus experience. Please telephone on: please phone 087 979 8830 |

Community, Social Welfare

Project Co-ordinator

| Employer: | NEWKD North, East, West Kerry Development |
|----------------------|---|
| Location: | Listowel |
| Job Summary: | Project Co-ordinator. NEWKD is recruiting for the position to deliver our |
| | Moving On Programme over the next 3 years. |
| Requirements: | Full job description & project summary available on www.newkd.ie |
| Hours: | Full time. |
| Salary/Benefits: | POBAL salary scale point 6 |
| How to Apply: | Please send CV and a cover letter to: Hazel O Malley, NEWKD, Áras an |
| | Phobail, Croílár an Mistéalach, Tralee, Co Kerry. |
| Closing Date: | 22 nd June 2017 |

Community, Social Welfare (continued)

Employment Support Worker

| Employer: | NEWKD North, East, West Kerry Development |
|----------------------|---|
| Location: | Listowel |
| Job Summary: | Employment Support Worker. NEWKD is recruiting for the position to deliver our Moving On Programme over the next 3 years. |
| Requirements: | Full job description & project summary available on www.newkd.ie |
| Hours: | Part time. |
| Salary/Benefits: | POBAL salary scale point 1 |
| How to Apply: | Please send CV and a cover letter to: Hazel O Malley, NEWKD, Áras an Phobail, Croílár an Mistéalach, Tralee, Co Kerry. |
| Closing Date: | 22 nd June 2017 |

Education, Training & Childcare

Preschool Assistant

| Employer: Location: Job Summary: | Naíonra Faithleann Cill Airne Preschool Assistant from September 1 st 2017 |
|--|--|
| • | • |
| Requirements: | Minimum of FETAC level 5 in childcare with a good working knowledge of Irish |
| Hours: | Part time, 20 hours per week, 9am to 1 pm daily. |
| How to Apply: | Please send CV, copies of certificates and two written references to: An Cathaoirleach, Naíonra Faithleann, Gaelscoil Faithleann, Cill Airne. |
| Closing Date: | 23 rd June 2017 |

Swimming Coaches

| Employer: | Killarney Swimming Club |
|---------------|---|
| Location: | Killarney |
| Job Summary: | Swimming Coaches. We are progressive, competitive swimming club with over 100 members and will consider applications from qualified Swim Ireland coaches or the equivalent. Starting in September. |
| How to Apply: | Please apply to: Secretary at killarneyswimmingclub@gmail.com |

Hotel & Catering

Accommodation Assistants

| Location: | Killarney |
|---------------|--|
| Job Summary: | Accommodation Assistants |
| Duties: | The ideal candidate will have previous experience in a similar role, ideally at four or five star level. The successful candidate will be responsible for maintaining high standard of cleanliness in bedrooms and public areas. |
| Hours: | Full time and Part Time available. |
| How to Apply: | Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net |

B&B Assistant

| Location: | Castlemaine |
|---------------|------------------------------------|
| Job Summary: | B&B Assistant |
| Duties: | General housekeeping & waitressing |
| Hours: | Part time (mornings) |
| How to Apply: | Please telephone on: 087 791 2955 |

Barmaid

| Location: | North Kerry |
|---------------|---|
| Job Summary: | Barmaid for Pub |
| Hours: | Full-time |
| How to Apply: | To apply please ring between 6pm and 7pm. Tel: 066 714 4830 |

Weekend Chef

| Location: | North Kerry |
|---------------|---|
| Job Summary: | Weekend Chef |
| Hours: | Part-time |
| How to Apply: | To apply please ring between 6pm and 7pm. Tel: 066 714 4830 |

Bar Food Chef

| Employer: | Castlerosse Hotel & Holiday Homes |
|---------------|---|
| Location: | Killarney |
| Job Summary: | Bar Food Chef |
| Hours: | Full & Part time positions available. Straight shifts: 1 – 9 or 2 – 10. |
| How to Apply: | Please submit your application in writing to: Mark Bowe - Castlerosse Hotel |
| | & Holiday Homes, Lower Lake, Killarney, Co Kerry or email: |
| | markbowe@castlerosse.ie Tel: 064 663 1144 |

Breakfast Chef

| Employer: | Castlerosse Hotel & Holiday Homes |
|---------------|---|
| Location: | Killarney |
| Job Summary: | Breakfast Chef |
| Hours: | Full & Part time positions available. |
| How to Apply: | Please submit your application in writing to: Mark Bowe - Castlerosse Hotel |
| | & Holiday Homes, Lower Lake, Killarney, Co Kerry or email: |
| | markbowe@castlerosse.ie. Tel: 064 663 1144 |

Waitress

| Employer: | McSweeney Arms Hotel |
|---------------|---|
| Location: | Killarney |
| Job Summary: | Experienced Waitress |
| Hours: | Full time or part time. |
| How to Apply: | Please send CV to: mcsweeneyarms@eircom.net , Tel.:064 663 1211. Address: College St., Killarney, Co. Kerry |

Night Porter

| Employer: | Ashville House |
|---------------|--|
| Location: | Killarney |
| Job Summary: | Night Porter. Experience desirable. |
| Hours: | Thur, Fri and Sat 7pm-7am |
| How to Apply: | Apply by email to: info@ashvillekillarney.com or post CV to: Ashville House, |
| | Rock Rd, Killarney Tel.: 064-663 6405 |
| Closing Date: | 28 th June 2017 |

Kitchen Porter

| Employer: | Mac's on Main Street |
|---------------|--|
| Location: | Killarney |
| Job Summary: | Kitchen Porter |
| Hours: | Full time all year round. |
| How to Apply: | Please forward your CV to: info@macsofmainstreet.com or drop into Macs |
| | of Main Street Restaurant, 6 Main Street, Killarney. |

Cook

| Employer | Rosspoint Bar & Restaurant |
|---------------|--|
| Location: | Rossbeigh/Glenbeigh |
| Job Summary: | Cook |
| Hours: | Part time or Full time |
| How to Apply: | Please email to Darran O Sullivan on Info@rosspoint.ie, or call 066 979 4661 |

Sous Chef

| Location: | Kerry |
|---------------|---|
| Job Summary: | Sous Chef with successful Restaurant |
| Hours: | Full time, permanent |
| How to Apply: | Please apply via Brendan Timothy - Timothy & O'Connor Chartered Certified |
| | Accountants, Princes Quay House, 15 Princes Street, Tralee, Co Kerry Tel: |
| | 066 712 9579 or email to: brendan@solutionsrecruitment.ie |

Chef De Partie

| Location: | Kerry |
|---------------|---|
| Job Summary: | Chef De Partie with successful Restaurant |
| Hours: | Full time, permanent |
| How to Apply: | Please apply via Brendan Timothy - Timothy & O'Connor Chartered Certified |
| | Accountants, Princes Quay House, 15 Princes Street, Tralee, Co Kerry Tel: |
| | 066 712 9579 or email to: brendan@solutionsrecruitment.ie |

Hotel Receptionist

| Employer: | Killarney Court Hotel |
|----------------------|--|
| Location: | Killarney |
| Job Summary: | Hotel Receptionist |
| Requirements: | Knowledge of Hotsoft & Fluent English is required. |
| How to Apply: | Please forward you CV to manager@killarneycourthotel.com Address: |
| | Killarney Court Hotel, Tralee Road, Killarney, Co. Kerry. Tel.: 064 663 7070 |

Commis Chef / Kitchen Help

| Employer: | The Fáilte Hotel, Bar and Restaurant. |
|---------------|---------------------------------------|
| Location: | Killarney |
| Job Summary: | Commis Chef / Kitchen Help |
| Hours: | Part time or Full time |
| How to Apply: | Please telephone: 064 663 3404 |

Accommodation Assistants

| Employer: | The Fairview Hotel |
|---------------|--|
| Location: | Killarney |
| Job Summary: | Accommodation Assistants |
| Hours: | Part time or Full time |
| How to Apply: | Please contact The Fairview Hotel 064 663 4164 or email to info@killarneyfairview.com |

Commis Chef

| Location: | Kerry |
|---------------|---|
| Job Summary: | Commis Chef with successful Restaurant |
| Hours: | Full time, permanent |
| How to Apply: | Please apply via Brendan Timothy - Timothy & O'Connor Chartered Certified |
| | Accountants, Princes Quay House, 15 Princes Street, Tralee, Co Kerry Tel: |
| | 066 712 9579 or email to: brendan@solutionsrecruitment.ie |

Accommodation Assistants

| Employer: | McSweeney Arms Hotel |
|---------------|---|
| Location: | Killarney |
| Job Summary: | Accommodation Assistants |
| Hours: | Full time or part time. |
| How to Apply: | Please send CV to: mcsweeneyarms@eircom.net , Tel.:064 663 1211. Address: College St., Killarney, Co. Kerry |

Chef de Partie

| Employer: | Killarney Plaza Hotel |
|---------------|--|
| Location: | Killarney |
| Job Summary: | Chef de Partie. We are looking for customer focused people to join our team. |
| How to Apply: | Please email your CV to: jobs@odonoghue-ring-hotels.com or for more information please telephone: 064 662 1065, 064 662 1091 or post to: Human Resources, C/O The Killarney Towers Hotel, College St. Killarney, Co. Kerry |

Restaurant Supervisor

| Employer: | Killarney Plaza Hotel |
|---------------|--|
| Location: | Killarney |
| Job Summary: | Restaurant Supervisor. We are looking for customer focused people to join |
| | our team. |
| How to Apply: | Please email your CV to: jobs@odonoghue-ring-hotels.com or for more information please telephone: 064 662 1065, 064 662 1091 or post to: Human Resources, C/O The Killarney Towers Hotel, College St. Killarney, Co. Kerry |

Accommodation Assistants

| Employer: | The Gleneagle Hotel | |
|----------------------|---|--|
| Location: | Killarney | |
| Job Summary: | Accommodation Assistants | |
| Requirements: | Responsible for cleanliness of all hotel bedrooms and corridors. | |
| | Ensuring all hotel Standards are met and maintained consistently. | |
| | Respond to any guests problems or complaints in the correct manner. | |
| | Always greet the guest with a smile ensuring that excellent customer care is being delivered at all time. | |
| | Previous experience in Hotel Accommodation required. | |
| Hours: | Full & Part time positions available | |
| How to Apply: | To apply please contact Michael Baker, Recruitment Co-ordinator, email: | |
| | hr@gleneaglehotel.com Tel: 064 667 1571 | |

Duty Manager

| Employer: | The Gleneagle Hotel |
|----------------------|--|
| Location: | Killarney |
| Job Summary: | Duty Manager |
| Requirements: | Experience working in a busy and fast paced 3/4 star hotel. Must have |
| | experience in functions and banqueting. Strong focus on service standards, |
| | staff development and customer service is a key. Applicants must be flexible, |
| | have strong customer service skills, be able to work as part of a team and be |
| | an excellent communicator |
| Salary/Benefits | We offer many opportunities for Career progression, including internal promotions and inter-departmental transfers across our varied hotel group. We also offer free use of our leisure facilities to our employees. |
| How to Apply: | To apply please contact Michael Baker, Recruitment Co-ordinator, email: hr@gleneaglehotel.com Tel: 064 667 1571 |

Assistant/Baker

| Location: Job Summary: | Mid Kerry Assistant/Baker. Training Provided |
|---------------------------|---|
| Hours: | From 12 midnight to 7 am |
| How to Apply: | Please send your CV to: Killorglin LES, Library Place, Killorglin |

Chef

| Location: | Cahersiveen |
|------------------|---|
| Job Summary: | Experienced Chef required for Bar/Restaurant in Cahersiveen |
| Hours: | 11.00am – 3.00pm & 5.00pm – 9.30pm. |
| Salary/Benefits: | Pay dependents on experience. |
| How to Apply: | Please contact Jack Li on 087 684 6332 |

Food & Beverage Assistants

| Employer: | The Brehon Hotel |
|-----------------|---|
| Location: | Killarney |
| Job Summary: | Food & Beverage Assistants |
| Requirements: | Excellent Organisation & Communication Skills. Demonstrate excellent team work. Excellent attention to detail. A strong commitment to customer service and the ability to deal with guest issues. |
| Salary/Benefits | As an employer, we offer many opportunities for Career progression, including internal promotions and inter-departmental transfers across our varied hotel group. We also offer free use of our leisure facilities to our employees. |
| Hours: | Full & Part time positions available |
| How to Apply: | Please apply with your CV to Michael Baker, Recruitment Co-ordinator Department at hr@thebrehon.com Tel: 064 667 1571 |

Medical Professionals & Healthcare

Health Care Assistants

| Employer: | Health Service Executive, Kerry Mental Health Services |
|---------------|--|
| Location: | Kerry |
| Job Summary: | Health Care Assistants Ref: MHHCA0617 |
| How to Apply: | For further information and how to apply please visit: www.hse.ie/eng/jobs Informal enquiries to: Mr. Aidan Murphy, Assistant Director of Nursing Mental Health, Kerry on Tel: 066 719 9774 |
| Closing Date: | 21 st June 2017 |

Retail

Trainee Stores Supervisor

| Location: | Killarney | | |
|---------------|---|--|--|
| Job Summary: | Trainee Stores Supervisor | | |
| Requirements: | The ideal candidate will have 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 | | |

CIT & Computing

Information Technology Tutors

| Employer: | South Kerry Development Partnership (SKDP) |
|------------------|--|
| Location: | South Kerry |
| Job Summary: | Information Technology Tutors. SKDP wishes to form a panel from which to contract a number of IT Tutors to deliver the new Digital Skills Courses. |
| Requirements: | It is important that the tutors involved are familiar with Agriculture and have experience of dealing with farmers. Training will be provided across South Kerry. |
| Duties: | This Digital Skills for citizens training will provide 10 hr (5 x 2 hr) training to citizens that are not actively engaged with the internet. |
| Salary/Benefits: | For further information for the training rates and the course content please contact Joseph McCrohan on 066 94 72724 or email jmccrohan@skdp.ie |
| How to Apply: | Please forward a full CV & Cover Letter to: Mr. Joseph McCrohan, Rural Development Officer, South Kerry Development Partnership CLG, West Main Street, Cahersiveen, Co. Kerry. jmccrohan@skdp.net |
| Closing Date: | 23 rd June 2017 |

Production, Engineering & Science.

Fabrication Technician

| Location: | Killarney | | |
|---------------|---|--|--|
| Job Summary: | The Fabrication Technician role requires a minimum of 39 hours per week, Monday to Friday. A reasonable level of overtime may be required at morning, evening or weekend time to ensure the fulfilment of the requirements of this role. | | |
| Requirements: | Fabrication, welding or related work experience. Previous experience in a manufacturing or production environment. | | |
| | Team player. | | |
| | Proven ability to multi-task. | | |
| | Flexibility to move between projects. | | |
| Duties: | Read and interpret technical drawings to produce steel components. | | |
| | Take measurements to ensure accuracy. | | |
| | Cutting steel as required. | | |
| | Use welder to tack components. | | |
| | Ensure components are as per the specification required. | | |
| | Work from jigs as required. | | |
| | Operate power and hand tools to complete jobs. | | |
| | Run machines as required to complete jobs. | | |
| | Maintain all health and safety standards at all times. | | |
| How to Apply: | Please send CV to Joanne Griffin, South Kerry Development Partnership, | | |
| | Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net | | |
| Closing Date: | 23 rd June 2017 | | |

Production Manager

| Location: | Kerry |
|---------------|---|
| Job Summary: | Production Manager |
| Hours: | Full time/part time |
| How to Apply: | Please apply via Brendan Timothy - Timothy & O'Connor Chartered Certified |
| | Accountants, Princes Quay House, 15 Princes Street, Tralee, Co Kerry Tel: |
| | 066 712 9579 or email to: brendan@solutionsrecruitment.ie |

Brewer

| Employer: Location: | Killarney Brewing Company Killarney |
|------------------------|---|
| Job Summary: | Brewer required. The ideal candidate must have brewing experience, be a |
| | self-starter and capable of managing time well. |
| How to Apply: | Please email your CV to careers@killarneybrewing.com Address: Muckross Rd, Dromhale, Killarney, Co. Kerry, Tel.: 064 663 6505 |

Security, General Operatives & General Services

Stone Carver / Stone Mason

| Employer: | Tom Murphy - Murphy Memorials |
|---------------|---|
| Location: | Killarney |
| Job Summary: | Stone Carver / Stone Mason. Must have at least 12 months previous experience. |
| Hours: | Part time. 15-20 hours per week, over 3 days. |
| How to Apply: | Please post CV to: Mr. Tom Murphy, Memorial Works, Barraduff, Headford, Killarney, Co. Kerry |

Transport, Warehousing & Motors.

Spray Painter

| Employer: | Sapphire Signs Ltd. |
|----------------------|---|
| Location: | Rathmore |
| Job Summary: | Commercial Spray Painter required for busy sign company. |
| Requirements: | 3 years experience in vehicle spray painting/panel beating essential. |
| Hours: | Full time, salary negotiable |
| How to Apply: | Please phone: 064 775 8577 |

Apprentice Mechanic

| Location: | Killarney |
|---------------|--|
| Job Summary: | Apprentice Mechanic (3 rd - 4 th year) required for busy workshop. |
| Hours: | part time / full time |
| How to Apply: | Please apply to Box No. 2450, Kerry's Eye Newspaper, Ashe Street, Tralee, |
| | Co Kerry |





South Kerry Development Partnership CLG

> West Main Street, Cahersiveen, Co. Kerry Telephone 066 9472724 Fax 066 9472725 e-mail <u>info@skdp.net</u>

LOCAL EMPLOYMENT SERVICE MEDIATOR

Fixed Term Contract

South Kerry Development Partnership GLG

<u>Full-time Mediator with the South Kerry Local Employment Service</u> Function:

- To provide clients with a personalised advice, guidance & placement service
- To provide clients with information on employment, training and education opportunities.
- To provide information on DSP Labour market supports
- To manage and operate a Department of Social Protection Management System.
- To work as an integrated member of the LES Team.
- To provide jobseekers with assistance on CV's, Cover Letters and Interview Preparation.

Candidates must possess a 3rd Level Qualification in adult guidance or similar and experience of working with disadvantaged individuals

The post is work-based in the Local Employment Service Office, Library Place, Killorglin, Co. Kerry. The contract period will be initially from the 1st August 2017 - 31st December 2017 and thereafter on a yearly renewable contract basis, subject to funding.

The salary scale for the post is $\notin 28,438 - \notin 40,874$ with entry point depending on experience and qualifications. A full job description is available on request from **sfinnegan@skdp.net**. The standard Partnership employment conditions will apply to this post.

Please apply in writing, enclosing a full C.V. and covering letter to: Mr. Noel Spillane, Chief Executive Officer, South Kerry Development Partnership CLG, West Main Street, Cahersiveen, Co. Kerry. Tel: 066 – 947 2724. Email: **sfinnegan@skdp.net**

Closing date for receipt of applications is 5.00pm on Wednesday the 28th June 2017

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

General Notices

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.
- \checkmark 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 066 947 2724 Joseph McCrohan Tus Manager & Concubhair Lyne Tus Supervisor







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 decisionmaking capabilities.

Explore and analyze 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.

| dol | Title | Location | No. of positions | Job Ref. No. |
|---|---|--------------------------------------|------------------|-------------------------------------|
| | lgarvan Community nent Ltd) | Kilgarvan | 2 | CES 2005943 |
| Childcare | Assistant | Cordal | 1 | CES 2038507 |
| Childcare | Assistant | Rathmore | 1 | CES 2038510 |
| Childcare | Assistant | Shanakill | 2 | CES 2038509 |
| Childcare | Assistant | Tralee(St Brigid's) | 4 | CES 2010090 |
| Childcare | Assistant | Ballyheigue FRC | 2 | CES 2031132 |
| Childcare | Assistant | Dromid | 1 | CES 2036733 |
| Childcare | Assistant | Headford | 1 | CES 2034503 |
| Childcare | Assistant | Listry | 2 | CES 2034795 |
| Childcare | Childcare Assistant | | 1 | CES 2011294 |
| Afterschool Assistant | | Tralee(Rath Oraigh) | 2 | CES 2032582 |
| Childcare | Assistant | Valentia | 1 | CES 2027994 |
| Clea | aner | Scartaglen | 1 | CES 2034789 |
| Facilities Team | Member(KDYS) | Killarney | 1 | CES 2035003 |
| Assistant Youth | n Worker(KDYS) | Listowel | 1 | CES 2032189 |
| Maintenance | Maintenance Person(KDYS) | | 1 | CES 2038091 |
| Childcare | Childcare Assistant | | 3 | CES 2010073 |
| Childcare | Assistant | Castledrum/Keel | 2 | CES 2010062 |
| Childcare Assistant | | Castlemaine | 1 | CES 2010081 |
| Childcare Assistant(Family Centre) | | Killorglin | 1 | CES 2010095 |
| Childcare Assistant | | Scartaglen | 1 | CES 2010091 |
| Childcare Assistant | | Waterville | 2 | CES 2010093 |
| Local Employment Service - Cahersiveen | Local Employment Service - Killarney | Local Employme Service - Killorgi | | ocal Employment ervice - Kenmare |
| Mast Main Chusat | 274 Lick Church | Libert Die ee | - | 1 Llaw . Chus sh |

West Main Street, Cahersiveen. Co. Kerry

Tel: 066 947 3068

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

Tel: 064 663 6966

Library Place, Killorglin Co. Kerry

Tel: 066 976 1615

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

Tel: 064 664 1930

Services from the Local Employment Services

Job Seekers

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

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

Volunteering Opportunities

Volunteer to increase your chances of employment

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

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

Services from the Killarney Library

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

| Opening Hours: | Monday, Wednesday, Friday, Saturday: 10:00 a.m 5.00 p.m. Tuesday & Thursday: 10:00 a.m 8:00 p.m. |
|----------------|---|
| Address: | Rock Road, Killarney, Co. Kerry |
| Librarians: | Eamon Browne, Kathleen Rice, Noreen Dennehy, Hazel Joy. |
| Phone: | (064) 663 2655 |
| Fax: | (064) 663 2967 |
| Email: | killarney@kerrylibrary.ie |

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

