

# South Kerry Local Employment Services

## JOB VACANCIES

24<sup>th</sup> July, 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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## Accounting, Financing & Purchasing

### Sales Manager

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**Employer:** Prima Finance  
**Location:** Killarney  
**Job Summary:** Sales Manager. Debt management and personal finance advisory firm.  
**Requirements:** Strong communication and interpersonal skills. Previous experience in a financial sales role. Third level/QFA/financial qualification offers a distinct advantage.  
**Duties:** Liaising and advising potential new clients on a range of financial services and products. Advising clients financially on line with our Debt Management/Personal Finance procedures etc.  
**How to Apply:** Please email CV to: [Coshea@primafinance.ie](mailto:Coshea@primafinance.ie)  
**Closing Date:** 31<sup>st</sup> July 2017

## Administration & Office

### Administrator with French

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**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](mailto:brendan@solutionsrecruitment.ie)

### Office Person

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**Location:** Kerry  
**Job Summary:** Office Person on a part time basis.  
**Requirements:** Knowledge of computerised accounts system and ability to deal with public essential. Flexible terms for suitable candidate.  
**How to Apply:** Please email in confidence to: [midkerryofficejob@gmail.com](mailto:midkerryofficejob@gmail.com)

## Block Layer

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**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

## Labourer

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**Location:** Killarney  
**Job Summary:** Labourer required for South Kerry & Killarney areas. Experience & Safe Pass essential. Own transport also desirable.  
**How to Apply:** Please telephone John: 087 941 8599

## Quantity Surveyor

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**Location:** North Kerry  
**Job Summary:** We currently have a number of retrofit projects in Dublin and throughout Ireland.  
**Requirements:** 1 + years' experience working with sub-contractors, government bodies and all relevant site employees with Construction or Engineering. Must be a quick learner and eager to progress. (If a candidate has less/more experience than what is required, they may still be considered for this particular role). Knowledge of Microsoft Excel.  
**How to Apply:** Please email CV to [enquiries@kingdominstallation.com](mailto:enquiries@kingdominstallation.com). Address: Kingdom Installation, Abbeydorney, Tralee

## Childcare Assistant

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**Employer:** Naíonra Annascaul  
**Job Summary:** Childcare Assistant  
**Requirements:** A major award in childcare at a minimum of FETAC level 5 on the national framework. The desired candidate must be proficient in the Irish language.  
**How to Apply:** Please email CV with cover letter including proof of qualification to:  
**naionraannascaul@gmail.com**

## Playschool Manager

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**Location:** Blennerville  
**Job Summary:** Playschool Manager  
**Requirements:** FETAC level 6/7, Garda Vetting, minimum 3 years' experience.  
**How to Apply:** Please email CV with 2 written references to:  
**blennerville.playschool@gmail.com**  
**Closing Date:** 3<sup>rd</sup> August 2017

## Caretaker

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**Employer:** Coláiste na Ríochta and North Kerry College of Further Education  
**Location:** North Kerry  
**Job Summary:** Applications are invited for the post of permanent Wholetime Caretaker under the aegis of Kerry Education and Training Board  
**Requirements:** Please see **Job Description and Person Specification** available on **www.kerryetb.ie** or from The Human Resources Department, Kerry Education and Training Board, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry.  
**Duties:** To open the school each morning and at other times as required prior to commencement of classes or meetings and to be similarly available at school break times (where required). This may require flexible working hours. To have all classrooms ready for the meeting of classes at least half an hour before the official time of commencing etc.  
**Hours:** Full time. To be available for overtime if required.  
**How to Apply:** Please complete application form which can be downloaded from this website **www.kerryetb.ie/opportunities** and return by email only to **jobs@kerryetb.ie**. **No CVs** only official application form will be accepted.  
**Closing Date:** 27<sup>th</sup> July 2017

### B&B Assistant

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

### Night Porter

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**Employer:** Eviston House Hotel  
**Location:** Killarney  
**Job Summary:** Night Porter for immediate start. Experience & Fluent English required.  
**Hours:** Full time  
**How to Apply:** Candidates can drop in CV to reception in hotel or e-mail to [farook@evistonhouse.com](mailto:farook@evistonhouse.com)

### Kitchen Staff Member

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**Location:** Killorglin  
**Requirements:** Flexible & motivated for a busy workplace, fluent English essential. HACCAP desirable but not essential.  
**Duties:** Kitchen work and food preparation.  
**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)

### Bar & Restaurant Staff

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**Location:** Killorglin  
**Requirements:** Some experience required, flexible and motivated, fluent English 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)

### Breakfast Chef

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**Employer:** Benners Hotel  
**Location:** Tralee  
**Job Summary:** Breakfast Chef. Minimum 1 year experience.  
**How to Apply:** Please apply with CV via email to: [info@bennershoteltralee.ie](mailto:info@bennershoteltralee.ie). Address: Benners Hotel, Upper Castle Street, Tralee, Co Kerry. Tel: 066 712 9486

### Cook/Kitchen Assistant

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**Employer:** Rosspoint Bar & Restaurant  
**Location:** Rossbeigh/Glenbeigh  
**Job Summary:** Cook/Kitchen Assistant  
**Hours:** Part time or Full time  
**How to Apply:** Please email to Darran O Sullivan on [info@rosspoint.ie](mailto:info@rosspoint.ie), or call 066 979 4661

### Sous Chef

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**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](mailto:brendan@solutionsrecruitment.ie)

### Food & Beverage Assistants

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**Location:** Killarney  
**Requirements:** At least 4 \* experience required.  
**Duties:** To clean agreed designated areas, in accordance with laid-down procedures, morning/evening routines and hygiene requirements. To change table linen as required and ensure dirty or damaged linen is counted and exchanged for clean, usable items. To clean and refill condiment sets. To set tables to laid-down standards, ensuring that all items used are clean, undamaged and in a good state of repair. To ensure sideboards or stations are adequately stocked with replacement cutlery, linen or other established needs, be they food or equipment. To prepare tea and coffee in accordance with the hotels standard operating procedures. To take orders from customers and ensure these are given to the appropriate person to execute. To be totally familiar with the composition of all menu items. To serve food and beverages in accordance with standard operating procedures, but above all in a professional and courteous manner etc.  
**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)

### Chef De Partie

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**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](mailto:brendan@solutionsrecruitment.ie)

## Commis Chef

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**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](mailto:brendan@solutionsrecruitment.ie)

## Night Porter

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**Employer:** Ashville House  
**Location:** Killarney  
**Job Summary:** Night Porter. Experience desirable.  
**Hours:** Thursday, Friday and Sat 7pm-7am  
**How to Apply:** Apply by email to: [info@ashvillekillarney.com](mailto:info@ashvillekillarney.com) or post CV to: Ashville House, Rock Rd, Killarney Tel.: 064-663 6405  
**Closing Date:** 28<sup>th</sup> July 2017

## Accommodation Assistants

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**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](mailto:hr@gleneaglehotel.com) Tel: 064 667 1571

## Waitressing/Wash-up

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**Employer:** Ashville House  
**Location:** Killarney  
**Job Summary:** Waitressing/Wash-up. Experience desirable.  
**How to Apply:** Apply by email to: [info@ashvillekillarney.com](mailto:info@ashvillekillarney.com) or post CV to: Ashville House, Rock Rd, Killarney Tel.: 064-663 6405  
**Closing Date:** 28<sup>th</sup> July 2017

## Duty Manager

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<b>Employer:</b>	The Gleneagle Hotel
<b>Location:</b>	Killarney
<b>Job Summary:</b>	Duty Manager
<b>Requirements:</b>	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
<b>Salary/Benefits</b>	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.
<b>How to Apply:</b>	To apply please contact Michael Baker, Recruitment Co-ordinator, email: <a href="mailto:hr@gleneaglehotel.com">hr@gleneaglehotel.com</a> Tel: 064 667 1571

## Chef

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

## Food & Beverage Assistants

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<b>Employer:</b>	The Brehon Hotel
<b>Location:</b>	Killarney
<b>Job Summary:</b>	Food & Beverage Assistants
<b>Requirements:</b>	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.
<b>Salary/Benefits</b>	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.
<b>Hours:</b>	Full & Part time positions available
<b>How to Apply:</b>	Please apply with your CV to Michael Baker, Recruitment Co-ordinator Department at <a href="mailto:hr@thebrehon.com">hr@thebrehon.com</a> Tel: 064 667 1571



### Accommodation Assistant

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**Employer:** Ashville House  
**Location:** Killarney  
**Job Summary:** Accommodation Assistant. Experience desirable.  
**How to Apply:** Apply by email to: [info@ashvillekillarney.com](mailto:info@ashvillekillarney.com) or post CV to: Ashville House, Rock Rd, Killarney Tel.: 064-663 6405  
**Closing Date:** 28<sup>th</sup> July 2017

### Chef/Commis Chef

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**Employer:** The Fáilte Hotel, Bar and Restaurant  
**Location:** Killarney  
**Job Summary:** Chef/Commis Chef  
**Hours:** Full time / Part time  
**How to Apply:** Please apply with CV to Fáilte Hotel. Email: [failtehotel@gmail.com](mailto:failtehotel@gmail.com) or telephone: 064 663 3404

### House Keeper

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**Location:** Killarney  
**Job Summary:** Reliable House Keeper wanted. Previous experience required. Killarney area.  
**Hours:** Part time.  
**How to Apply:** Please apply to PO BOX: 3614, Killarney Advertiser, High Street, Killarney, Co. Kerry

### Kitchen Porter

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**Employer:** Foley's Restaurant & Townhouse  
**Location:** Killarney  
**Job Summary:** Experienced Kitchen Porter  
**How to Apply:** Please apply with CV to Foley's Restaurant or telephone: 064 663 1217

### Chef

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**Employer:** Foley's Restaurant & Townhouse  
**Location:** Killarney  
**Job Summary:** Experienced Chef  
**How to Apply:** Please apply with CV to Foley's Restaurant or telephone: 064 663 1217

### Breakfast Chef

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**Employer:** Foley's Restaurant & Townhouse  
**Location:** Killarney  
**Job Summary:** Experienced Breakfast Chef.  
**How to Apply:** Please apply with CV to Foley's Restaurant or telephone: 064 663 1217

## Chefs

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**Employer:** Celtic Whiskey Bar & Larder  
**Location:** Killarney  
**Job Summary:** Chefs required. Full and part time positions available.  
**How to Apply:** Please email CV with to: [info@celticwhiskeybar.com](mailto:info@celticwhiskeybar.com) for the attention of Paudie Sweeney. Tel: 064 663 5700

## Kitchen Porter

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**Employer:** Celtic Whiskey Bar & Larder  
**Location:** Killarney  
**Job Summary:** Kitchen Porter required. Full and part time positions available.  
**How to Apply:** Please email CV with to: [info@celticwhiskeybar.com](mailto:info@celticwhiskeybar.com) for the attention of Paudie Sweeney. Tel: 064 663 5700

## Community & Social Welfare

### Relief Staff for Community Childcare Service

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**Employer:** Ballyspillane Community Family Resource Centre CLG  
**Location:** Killarney  
**Job Summary:** Relief Staff. To provide Relief cover in all sections of the childcare service rooms including cover for annual leave and sick leave.  
**Requirements:** Min FETAC Level 5 or 6 Childcare Qualifications. Certified First Aid & Manual Handling Training. At least 2year's experience working or caring for children within a childcare setting. Knowledge of Policies, Procedures, Childcare Regulations. Experience of Curriculum development and planning and evaluation. Excellent communication skills with children, parents and outside agencies. Strong ability to work as part of a dynamic team and be flexible. Ability to assist the Childcare Centre Manager and Room Leaders to implement the curriculum in place.  
**How to Apply:** Please forward your CV by post to The Recruitment Sub-Group, Ballyspillane Community Family Resource Centre Ltd, Killarney Co- Kerry, Tel: 064-663 5589  
**Closing Date:** 3<sup>rd</sup> August 2017

## Staff Nurse

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**Employer:** Kerry Parents and Friends Association  
**Location:** Listowel Day Services  
**Job Summary:** **Specified purpose Staff Nurse, Maternity leave cover.**  
**Requirements:** Fully registered with the Nursing & Midwifery Board of Ireland. Experience of working in a care delivery capacity, preferably within a disability service. Full clean driving license.  
**Hours:** Part time, permanent, 35 hours per week.  
**How to Apply:** Candidates will be short listed for interview on the basis of information contained in their application forms. For application forms please contact the HR Department by phone on 064 663 2742 or by email to: **tracie.ferris@kpfa.ie**  
**Closing Date:** 26<sup>th</sup> July 2017

## Pharmacy Technician

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**Employer:** Leahys Pharmacy Oakpark & Ballinorig.  
**Location:** Tralee  
**Job Summary:** Pharmacy Technician. Part time (flexible) or full time position available.  
**Requirements:** IPU Pharmacy Technician course or equivalent completed (or be in a position to commence same). Customer focused, organised, self-motivated, be a strong team player and be suitable to work in a fast-paced environment.  
**Salary/Benefits:** In addition to a salary an attractive package is available.  
**How to Apply:** Please contact Claire on 066 712 7022, or email **leahystralee@eircom.net**  
**Closing Date:** 15<sup>th</sup> August 2017

## Nurse

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**Employer:** Our Lady of Fatima Home  
**Location:** Tralee  
**Job Summary:** Registered Nurse. Experience in residential care of the older adult preferable but not essential.  
**Requirements:** Registered with An Bord Altranais. Committed to enhancing the care of the older adult. Must be able to demonstrate continuing professional development.  
**Hours:** Full time.  
**Salary/Benefits:** HSE rates apply depending on experience.  
**How to Apply:** Please send applications in writing to Director of Nursing, Our Lady of Fatima Home, Oakpark, Tralee, or email **admin@fatimahome.com**  
**Closing Date:** 25<sup>th</sup> July 2017

## Centre Manager

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- Employer:** Kerry Parents and Friends Association  
**Location:** Listowel Respite Services.  
**Job Summary:** Centre Manager.  
**Requirements:** A HETAC Accredited Degree in Applied Social Studies / Social Care or a qualification in Nursing (RNID), Psychology or Social Work (Degree). Have at least 5 years' experience working within a person centred model in the Intellectual Disability Sector. Minimum of three years' experience in a Management/Supervisory position. Car owner.  
**Hours:** Full time, permanent post – 39 hours per week.  
**How to Apply:** Candidates will be short listed for interview on the basis of information contained in their application forms. For application forms please contact the HR Department by phone on 064 663 2742 or by email to: **tracie.ferris@kpfa.ie**  
**Closing Date:** 26<sup>th</sup> July 2017

## Support Worker/s

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- Employer:** Kerry Parents and Friends Association  
**Location:** Listowel, Tralee, Castleisland, Killarney, Rathmore, Cahirsiveen and Valentia.  
**Job Summary:** Relief Support Workers.  
**Requirements:** FETAC Level 5 in Healthcare or equivalent qualification. Experience of working in a care delivery capacity, preferably within a disability service. Car owner with a full clean driving license.  
**Duties:** Planning and setting goals with the person to assist them in meeting their personal, social, recreational, academic, independent living, community integration, training and supported employment needs. Support Workers for outreach will provide support to young adults with Intellectual Disability and Autism.  
**Hours:** Part time, permanent posts in **Killarney**. Outreach full time & part time posts – temporary & permanent in: **Killorglin, Caherciveen, Sneem & Castleisland**.  
**How to Apply:** Candidates will be short listed for interview on the basis of information contained in their application forms. For application forms please contact the HR Department by phone on 064 663 2742 or by email to: **tracie.ferris@kpfa.ie**  
**Closing Date:** 26<sup>th</sup> July 2017

### Support Pharmacist

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**Employer:** C.H. Chemists Ltd  
**Location:** Tralee  
**Job Summary:** Support Pharmacist  
**Requirements:** PSI registration, excellent communication & interpersonal skills and be confidential, attentive to detail and an effective team player.  
**Duties:** Assisting and supporting the Supervising Pharmacist with coordination of dispensary and OTC duties while maintaining professional and customer care standards.  
**Hours:** Full time  
**How to Apply:** Please forward applications to [careers@chchemists.com](mailto:careers@chchemists.com) to Tina Enright, HR Dept, C.H. Chemists Ltd., 31 The Mall Tralee, Co. Kerry  
**Closing Date:** 03<sup>rd</sup> August 2017

### Pharmacy Technician

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**Employer:** C.H. Chemists Ltd  
**Location:** Tralee  
**Job Summary:** Experienced Pharmacy Technician  
**Requirements:** Completed IPU Pharmacy Technician course or equivalent. The ideal candidate will be flexible, methodical, customer riven, self-motivated and work well within a team.  
**Hours:** Full time  
**How to Apply:** Please forward applications to [careers@chchemists.com](mailto:careers@chchemists.com) to Tina Enright, HR Dept, C.H. Chemists Ltd., 31 The Mall Tralee, Co. Kerry  
**Closing Date:** 03<sup>rd</sup> August 2017

### Pharmacy Technician

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**Employer:** Killarney Pharmacy  
**Location:** Killarney  
**Job Summary:** Pharmacy Technician. Experience essential. Contract role at present.  
**How to Apply:** Please email CV with to: [pharmacyrole@gmail.com](mailto:pharmacyrole@gmail.com)

## Production Manager

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**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](mailto:brendan@solutionsrecruitment.ie)

## Metal Fabricator Apprenticeship

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**Job Summary:** Metal Fabricator Apprenticeship. Immediate start.  
**How to Apply:** Please send CVs to: [scullyfabrication@hotmail.com](mailto:scullyfabrication@hotmail.com)

## Drawing Office Assistant

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**Location:** Killorglin  
**Requirements:**

- Knowledge of CAD
- Computer Literate
- Hardworking and Flexible

**Duties:** Uploading of drawings etc.  
**Hours:** Full time, temporary for 4 months.  
**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)

## Fitter/Welder

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**Location:** Killarney  
**Job Summary:** Experienced Fitter/Welder for busy engineering firm. Salary – negotiable. Previous experience in MIG / TIG an advantage.  
**How to Apply:** Please email CV to [jobskerry@gmail.com](mailto:jobskerry@gmail.com)

## Engineer/Graduate Engineer

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**Job Summary:** Setting out Engineer/Graduate Engineer required for immediate start.  
**How to Apply:** Please email CV to: [siteengineer17@gmail.com](mailto:siteengineer17@gmail.com)

## Fabrication Technician

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- Location:** Killarney
- Job Summary:** The Fabrication Technician is part of a team of Fabricators and Welders who fit and weld steel components. The Fabrication Technician will primarily work with jigs to fit and tack competent parts before the item is moved on for welding, however, the role may require the fabrication of components without the use of a jig.
- 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.
- Hours:** Minimum of 39 hours per week, Monday to Friday. A reasonable level of overtime may be required at morning, evening or weekend 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)

## CAD Technician

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- Employer:** MOL Consulting Engineers Ltd.
- Location:** Kenmare
- Job Summary:** CAD Technician
- Requirements:** Minimum qualification of City & Guilds Level 3 Award in 2D Computer Aided Design. Experience and proficient in 2D AutoCAD. The applicant will be required to have their own transport and have a full driving license etc.
- Duties:** Preparation of new drawing layouts, conceptual design and detailed design drawings. This will include GAs, plans, cross sections, details, etc.
- Hours:** Full time
- Salary/Benefits:** Salary DOE and discussed at interview.
- How to Apply:** Please forward your CV to: Denis O’Leary (email: [info@molengineers.ie](mailto:info@molengineers.ie)).  
MOL Consulting Engineers Ltd. Kilmurry Business Park, Kilmurry, Kenmare, Co Kerry. Tel: 064 664 2488
- Closing Date:** 4<sup>th</sup> August 2017

## Trainee Stores Supervisor

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- Location:** Killarney
- 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
- Hours:** Minimum of 39 hours per week, Monday to Friday. A reasonable level of overtime may be required at morning, evening or weekend 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)

## Sales, Marketing & Advertising

### Marketing and Enterprise Officer

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- Employer:** Institute of Technology, Tralee
- Location:** Tralee
- Job Summary:** Applications are invited for the position of Marketing and Enterprise Officer to support the activities of the Office of Research, Development and External Engagement of the IT Tralee.
- Requirements & Duties:** Full requirements and duties for this position can be found on <http://www.ittralee.ie/en/InformationFor/Vacancies/>
- Hours:** This is a fixed term contract for two years.
- How to Apply:** All applications must be made online at [www.ittralee.ie](http://www.ittralee.ie). The Human Resources Office, Institute of Technology, Tralee, Co Kerry Tel: +353 66 714 5613. email: [humanresources@ittralee.ie](mailto:humanresources@ittralee.ie)
- Closing Date:** 27<sup>th</sup> July 2017



## Metal Fabricator Apprenticeship

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**Location:** Killarney  
**Job Summary:** Metal Fabricator Apprenticeship.  
**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)

## Laser Machine Operative

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**Location:** Killorglin  
**Requirements:**

- Computer Literate
- Knowledge of materials
- Awareness of machinery

**Duties:** Cutting parts.  
**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)

## Security Personnel

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**Employer:** AA Security  
**Location:** Kerry  
**Job Summary:** Security Personnel required for the Kerry area. Static guarding/safe pass essential.  
**How to Apply:** Please forward CV to AA Security, Creevy Keel, Cliffoney, Co. Sligo or email: [aidan@aasec.ie](mailto:aidan@aasec.ie)

## Dispatch Clerk

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**Location:** Killorglin  
**Requirements:** Computer Literate  
**Duties:**

- Packaging of parts
- Counting of orders
- Ensuring orders are correct
- Printing of Dispatch documents
- Manual Handling and Heavy lifting involved in this role

**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)

## General Operative

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- Location:** Killarney
- Requirements:**
- Team player
  - Undertake training as required
  - Flexibility to move between projects
  - Basic IT skills
- Duties:**
- Grinding, cleaning and preparing steel
  - Shot-blasting steel
  - Movement of materials as required
  - Banding steel
  - Assisting painter
  - General maintenance, cleaning, operational functions
  - Ad hoc tasks as required
  - Assist in other General Operative roles as required etc.
- Hours:** 39 hours per week, Monday to Friday. A reasonable level of overtime will be required at morning, evening or weekend time to ensure the fulfilment of the requirements of this role.
- 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)

## Painter & Decorator

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- Location:** Kerry & Cork
- Requirements:**
- Previous experience desirable but not essential.
  - Full Clean Driving Licence.
- Hours:** Approximately 30 hours per week. A reasonable level of overtime will be required at morning, evening or weekend time to ensure the fulfilment of the requirements of this role.
- 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)

## Drivers

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**Employer:** John Crean Taxi Tralee  
**Location:** Tralee  
**Job Summary:** Drivers  
**Hours:** Full and part time.  
**How to Apply:** For further details telephone: 087 254 5201

## Stores/Parts Assistant

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**Employer:** Bowler's Garage  
**Location:** Killarney  
**Job Summary:** Stores/Parts Assistant  
**How to Apply:** Please forward CV for the attention of Service Manager to the Bowlers Garage, Ballycasheen, Killarney, Tel: 064 663 1032

## Qualified Mechanic

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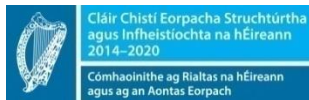
**Employer:** Bowler's Garage  
**Location:** Killarney  
**Job Summary:** Qualified Mechanic for busy Workshop.  
**How to Apply:** Please forward CV for the attention of Service Manager to the Bowlers Garage, Ballycasheen, Killarney, Tel: 064 663 1032

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 066 947 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 decision-making 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.

Job Title	Location	No. of positions	Job Ref. No.
Maintenance Worker/Cleaner	Tralee	1	CES 2046662
Assistant Youth Worker(KDYS)	Listowel	1	CES 2034531
Cleaner	Glencar	1	CES 2045201
Tourist Information Officer	Killorglin	1	CES 2046116
Tourist Information Officer	Dingle	1	CES 2038171
Tourist Information Officer	Listowel	1	CES 2036500
Office Administrator (KMEG)	Kenmare	1	CES 2036731
Arts Administrator (Carnegie Arts Centre)	Kenmare	1	CES 2036730
General Maintenance (Kenmare Area)	Kenmare	1	CES 2036728
Office Administrator (Bonane)	Kenmare	1	CES 2039381
Accounts, Payroll & Admin Clerk (Kilgarvan Community Development Ltd)	Kilgarvan	1	CES 2028958
Maintenance Worker (Killorglin Sports Complex)	Killorglin	1	CES 2046219
Administrator Assistant(Killorglin Sports Complex)	Killorglin	1	CES 2046218
Administrator(Killorglin Rowing Club)	Killorglin	1	CES 2011637
Cleaner(Ard Alainn Killorglin)	Killorglin	1	CES 2032069
<i>Childcare Assistant</i>	<i>Ballyheigue FRC</i>	<i>2</i>	<i>CES 2031132</i>
<i>Childcare Assistant</i>	<i>Dromid</i>	<i>1</i>	<i>CES 2036733</i>
<i>Childcare Assistant</i>	<i>Headford</i>	<i>1</i>	<i>CES 2034503</i>
<i>Childcare Assistant</i>	<i>Listry</i>	<i>2</i>	<i>CES 2034795</i>
<i>Childcare Assistant</i>	<i>Milltown Childcare</i>	<i>1</i>	<i>CES 2011294</i>
<i>Afterschool Assistant</i>	<i>Tralee(Rath Oraigh)</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

