

# South Kerry Local Employment Services

### Head Office



### Cahersiveen

West Main St  
Cahersiveen  
Tel:0669473068

### Killarney Office

37A High St  
2nd Floor  
Killarney  
Co. Kerry  
Tel:0646636966

### Killorglin Office

Library Place  
Killorglin  
Co. Kerry  
Tel:0669761615

### Kenmare Office

21 Henry St.  
First Floor  
Kenmare  
Co. Kerry  
Tel:06466641930

**Call into your local office for a free, friendly & confidential service**

- ✓ Job Searching
- ✓ Career Guidance
- ✓ Information Service
- ✓ Education & Training

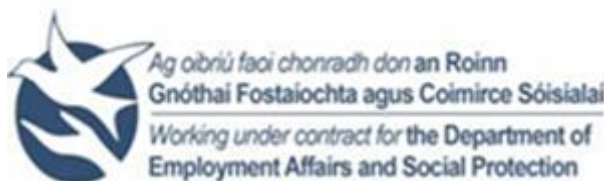
**Our offices are open from Monday to Friday  
9:00 – 17:00 (Except lunchtime)**

## Killarney Jobs Club

- ✓ Curriculum Vitae (C.V s)
  - ✓ Cover Letters
  - ✓ Jobs Club Training
- 37A High Street, 2<sup>nd</sup> Floor, Killarney.  
Tel: 064 – 663 7833

## Job Vacancies

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### Member Service Representative

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**Employer:** Cara Credit Union  
**Location:** Tralee/Castleireland/Killorglin  
**Requirements:**

- Cash handling and/or customer service experience.
- Excellent communication & IT skills.
- Ability to work as part of an effective team.

**Hours:** Part time / Full time  
**How to Apply:** Please email CV with Cover Letter to: [recruit@caracreditunion.ie](mailto:recruit@caracreditunion.ie)  
**Closing Date:** 5 pm, Wednesday 8th of August 2018

### Receptionist

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**Employer:** Oaklands Nursing Home  
**Location:** Listowel  
**How to Apply:** Please call: **068 21173**

### Accounts Office Administrator

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**Employer:** irish health foods ltd.  
**Location:** Ballyvourney  
**Requirements:** Proficient in Excel & Microsoft Office Programs. Good attention to detail & organisational skills required. Typing skills essential.  
**How to Apply:** Please send your CV with references to: [jobs@iihealthfoods.com](mailto:jobs@iihealthfoods.com)

### Assistant Supervisor

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**Employer:** Ballymacelligott CE CLG  
**Location:** Ballymacelligott  
**Requirements:**

- Minimum 1 years' of supervisory & people management work experience relevant to the post (administration, project management, training or other).
- Previous experience in office administration, computerised accounts & payroll. Qualifications – Major Award at 3<sup>rd</sup> level (NFQ level 6 and higher) in Business/Financial Admin., Training, Human Resources, Project Management.
- ICT skills essential.
- Excellent interpersonal skills.

Own transport is required for this position.  
**Hours:** Full time. 39 hours per week  
**How to Apply:** Please send your CV, Cover Letter & References to: **Dermot Crowley**, Ballymacelligott CE CLG, Ballymacelligott Handball Alley, Ballydwyer, Ballymacelligott, Co: Kerry. Email: [dermot.crowley@ballymacelligott.ie](mailto:dermot.crowley@ballymacelligott.ie)  
**Closing Date:** 12 pm Monday 30<sup>th</sup> July 2018

## Administration & Office (continued)

### Senior Qualified Accountant

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**Employer:** Kevin O'Reilly & Co.  
**Location:** Kenmare  
**Requirements:** Minimum of 3 years' experience in a small or medium practice as a senior or manager.  
Good technical background in Taxation.  
Good interpersonal & leadership qualities.  
**How to Apply:** Apply in writing to: Kevin O'Reilly & Co., 26 Henry Street, Kenmare, Co. Kerry  
Email: [info@kevinoreilly.ie](mailto:info@kevinoreilly.ie)

### Accounts Assistant

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**Location:** Tralee  
**Requirements:** Must be experienced in Sage & Payroll  
**How to Apply:** Please send your CV to: [traleejob1@gmail.com](mailto:traleejob1@gmail.com)

### Finance Office

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**Employer:** Saint John of God Community Services CLG, Kerry Services  
**Location:** Co. Kerry  
**Requirements:**

- A relevant third level qualification
- Previous experience of managing a Finance Department is desirable
- Excellent leadership skills
- Strong capacity to communicate financial data and implement any actions required
- Proficient in use of SMIS system facilities to provide management reports
- Must have a full clean driver's licence for a manual vehicle

**Hours:** Full Time. Specified Purpose Contract  
**How to Apply:** Please send CV with cover letter to: Human Resources, Saint John of God, Kerry Services, Monavalley Industrial Estate, Tralee, Co. Kerry or email to: [sjogkerry.recruitment@sjog.ie](mailto:sjogkerry.recruitment@sjog.ie)  
Informal enquires to: Liam Heal, **064 6644133 ext. 240y**  
**Closing Date:** Interviews scheduled for 16<sup>th</sup> of July 2018

## Administration & Office (continued)

### Administrator

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**Employer:** Patient Waits Limited  
**Location:** Kenmare  
**Job Summary:** Liaising and advising clients of the company's services.  
Interfacing with client's GP and company's Spanish medical partner.  
Overseeing reimbursement of client medical costs incurred abroad.  
Servicing enquiries for Nursing Home Support Scheme.  
Keeping Company CRM database up to date.  
**Requirements:** Strong communication skills.  
Word, Excel and Mailchimp, skills and knowledge of CRM software.  
Previous experience as Practice Secretary and/or Medical Secretary qualification a distinct advantage.  
Flexibility of execution and tolerance of start-up environment essential.  
**Hours:** Full Time. Role commences October 2018.  
**How to Apply:** Please email your CV to: [martin@patientwaits.com](mailto:martin@patientwaits.com)

## Beauty, Hair, Fitness & Leisure

### Qualified Hairdresser

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**Employer:** Tralee Hair Studio  
**Location:** Tralee  
**How to Apply:** Please call: **0667124766**

### Hairstylist & 2<sup>nd</sup> year improver

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**Employer:** The Style Council  
**Location:** Tralee  
**Hours:** Part time position.  
**How to Apply:** Please apply with your CV to: The Style Council,  
24 Ashe Street, Tralee, Co. Kerry. Tel: **066 7125388**

## Community & Social Welfare

### Project Workers

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- Employer:** STUDIO 3 KERRY
- Location:** West Kerry
- Job Summary:** This collaborative project will provide an individualised support service for an 18 year old man with diagnosis of autism. Shifts format will include sleepovers & direct community access support.
- Requirements:** The successful candidate will be highly motivated to make a positive change in persons' life. Should have a steadfast believe & commitment to right for all people to belong, participate & contribute to the community. Previous experience in health or social care settings might be essential but is not requirement. Training will be provided. A full clean driving licence is essential part of this role.
- How to Apply:** Please email CV with cover letter & 2 references to: [elaineg@kerry.studio3.org](mailto:elaineg@kerry.studio3.org). For more information please contact Elaine at **066 7128872**
- Closing Date:** Monday 23<sup>rd</sup> of July 2018, 5 pm.

## Education, Training & Childcare

### Belleview Woods Childcare

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**Location:** Killarney

**Vacancies:**

Vacancy:
<i>Early Years Practitioner</i> Min Fetac 5 in Childcare, Previous experience in childcare settings id desirable.
<i>Afterschool Leader</i> Full clean driving licence. Experience of working with Children is essential.

**How to Apply:** Please send your CV by email to; [bellviewwoods@bestchreche.ie](mailto:bellviewwoods@bestchreche.ie) Attention of Rosemary. Closing date for all applications is Monday, 23<sup>rd</sup> of July 2018

### Childcare Assistant for Toddler Room

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- Employer:** Pre-school
- Location:** Tralee
- Job Summary:** Work with children aged 1 - 3, Minimum Fetac level 5 in Childcare is essential. Position available September – June.
- How to Apply:** For information, please call: **087 7909930**.

### Killarney Park Hotel

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**Location:** Killarney

**Vacancies:**

Vacancy:
<i>Food &amp; Beverage Personnel</i>
<i>Bar Personnel (full &amp; part time)</i>

**Requirements:**

Previous experience, fluent English, excellent customer care & communication skills.

**How to Apply:**

Please send your application in writing to: **The Personnel Manager**, Killarney Park Hotel, Town Centre, Killarney Co. Kerry.

Email: [info@killarneyparkhotel.ie](mailto:info@killarneyparkhotel.ie) Or stop by the hotel to fill an application form before 5<sup>th</sup> of August 2018.

### Sales & Marketing Manger

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**Employer:** The Lake Hotel

**Location:** Killarney

**Requirements** Experience In A similar role, and/or a marketing qualification is desirable own transport and full clean driving licence is essential A full job details are available on request.

**How to Apply:** Application in writing can be sent to: The HR Department Lake Hotel, Muckcross Road, Killarney or email your CV to: [HR@lakehotel.com](mailto:HR@lakehotel.com)

### Great Southern Killarney

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**Location:** Killarney

**Vacancies:**

Vacancy:
<i>Bar Manager</i>
<i>Duty Manager</i>
<i>Assistant Conference &amp; Banqueting Manager</i>
<i>Guest Service Day Porter</i>

**How to Apply:**

Please apply with your CV to: The HR Department, Great Southern Killarney, East Avenue Road, Killarney, Co. Kerry or email to:

[personnel@greatsouthernkillarney.com](mailto:personnel@greatsouthernkillarney.com)

## Hotels & Catering (continued)

### Muckross Park Hotel & Spa

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**Location:** Killarney

**Vacancies:**

Vacancy:
<i>Restaurant Chef</i>
<i>Food &amp; Beverage Assistant</i>

**How to Apply:**

Please send your application in writing to: **The Human Resources Manager**, Muckross Park Hotel & Spa, Killarney, Co. Kerry.

Email: [hr@muckrosspark.com](mailto:hr@muckrosspark.com)

### Bar Person

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**Employer:** The Ross

**Location:** Killarney

**How to Apply:** Please send your CV to: [Patrick.mcgrath@theross.ie](mailto:Patrick.mcgrath@theross.ie). Tel: 064 6631855

### Kitchen Porter

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**Employer:** The Fáilte Hotel

**Location:** Killarney

**Hours:** Part Time

**How to Apply:** Please send your CV to: [failtehotel@gmail.com](mailto:failtehotel@gmail.com)

### Chef de Partie

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**Employer:** Celtic Whiskey Bar

**Location:** Killarney

**Job Summary:** A passion for good food is necessary and also positive, hard-working attitude.

**Requirements:** Minimum of 2 years' experience in a professional kitchen.

**How to Apply:** Please send your CV to: [alan@celticwhiskeybar.com](mailto:alan@celticwhiskeybar.com)

### Commis Chef

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**Employer:** Timothy & O'Connor Chartered Accountants

**Location:** Kerry

**Job Summary:** You must work well in a team and also in your own initiative, have recent HACCP experience, and be able to cook variety of meat and fish dishes. Cost control, proper administration of stock control is carried for all food.

**Hours:** Full Time

**How to Apply:** Please send your CV to: [bptimothy@tocaccountants.ie](mailto:bptimothy@tocaccountants.ie)

## Hotels & Catering (continued)

### Kitchen Porter

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**Employer:** TIMOTHY & O'CONNOR, Chartered Accountants  
**Location:** Co. Kerry  
**Job Summary:** To promote excellent standards of safety and cleanliness.  
Ensure basic cleaning jobs are carried out as quickly as possible.  
Collect and wash up kitchenware.  
Clean food preparation areas and equipment.  
Keep work surfaces, walls and floors clean and sanitised.  
**Requirements:** Good work ethic.  
Quick learner with the ability to follow instruction.  
Excellent communication and English language skills.  
**Hours:** Full time. 5 days a week, 40+ hours depending on level of business.  
**How to Apply:** Please email your CV to: [bptimothy@tocaccountants.ie](mailto:bptimothy@tocaccountants.ie)

### Bar Person

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**Employer:** Murphy's Bar  
**Location:** Killarney  
**Hours:** Full time  
**How to Apply:** Please send your CV to: [jobs@murphysofkillarney.com](mailto:jobs@murphysofkillarney.com)

### Killarney Court Hotel

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**Location:** Killarney  
**Vacancies:**

Vacancy:
<i>Part Time Breakfast Chef</i>
Chef de Partie
Accommodation Staff

**How to Apply:** Please send your CV to: [reception@killarneycourthotel.com](mailto:reception@killarneycourthotel.com).  
Or phone **064 6637070**

### Confectioner/Baker

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**Employer:** The Garden Restaurant, Muckross Craft Centre  
**Location:** Muckross, Killarney  
**Hours:** Full time position.  
**How to Apply:** Please send your CV to: Colin Baker, Catering Manager.  
Or email to: [restaurant@muckross-house.ie](mailto:restaurant@muckross-house.ie)

### Experienced Staff

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**Employer:** Fast food restaurant  
**Location:** Tralee  
**Hours:** Full time, permanent position.  
**How to Apply:** Please call on: **087 6707463**



## Hotels & Catering (continued)

### Breakfast Chef Monday to Friday

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**Employer:** Skellig Star Hotel  
**Location:** Cahersiveen  
**Job Summary:**

- Ensure breakfast, the buffet, and/or any other meal periods are prepared and presented to a high quality
- Keep all working areas clean and tidy and ensure no cross contamination
- Report maintenance, hygiene and hazard issues
- Comply with all health and safety and food safety legislation

**Hours:** Part time. 7.30 am- 11 am  
**How to Apply:** Please send your CV to: [Manager@skelligstar.ie](mailto:Manager@skelligstar.ie)

### Sous Chef

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**Employer:** Killarney Avenue Hotel  
**Location:** Killarney  
**How to Apply:** Please send your CV To: [jobs@odrhoteles.com](mailto:jobs@odrhoteles.com)

### Staff

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**Employer:** Take away restaurant  
**Location:** North Kerry, 20 mins from Tralee  
**Hours:** Part time  
**How to Apply:** Please contact: **087 0556791**

### Night Porter

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**Employer:** Killarney Town Centre Hostel  
**Location:** Killarney  
**Hours:** Full & Part Time  
**How to Apply:** Please send your CV to: [officemillstrett@gmail.com](mailto:officemillstrett@gmail.com)

### Experienced Staff

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**Employer:** Fast food restaurant  
**Location:** Tralee  
**Hours:** Full time, permanent position.  
**How to Apply:** Please call on: **087 6707463**

### HEAD BAR PERSON

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- Employer:** Skellig Star Hotel  
**Location:** Cahersiveen  
**Job Summary:**
- Serving drinks & food
  - clearing tables, keeping bar area clean, dealing with cash, customer service.
  - Ensure the cellar and cold room is maintained to the highest hygienic standards, as set out by Health & Safety/ Food Hygiene regulations.
  - Changing and ordering of barrels as and when required.
  - Ensure stock is rotated in correct date order.
  - Monitor and report wastage during shifts. Assist with stock takes
  - Ensure bar is left ready for following shift.
  - Carry out allocated/appropriate duties as and when required by management.
- Hours:** Part time and full-time positions available.  
**How to Apply:** Please send CV to: [Manager@skelligstar.ie](mailto:Manager@skelligstar.ie)

### POOL LIFEGUARD/SWIM TEACHER

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- Employer:** Skellig Star Hotel  
**Location:** Cahersiveen  
**Job Summary:**
- The swim instructor is responsible for instructing all swim lesson participants
  - This position is also responsible for the safety of the participant in their own class
  - Instruct and evaluate students participating in swim lessons
  - Provide opportunities for children where they can learn to swim
  - Supervise swimming pool area
  - Meet highest standard of safety
  - Attend mandatory meetings and training sessions as scheduled
  - Present professional appearance and attitude at all times
  - Maintain a high standard of customer service
  - Act immediately and appropriately to secure safety of patrons in the event of an emergency.
- Requirements:**
- R.L.S.S. Pool Lifeguard or I.W.S. Pool Lifeguard qualifications
  - Level 1 or Level 2 Swim Ireland or IWS Swim Teacher qualifications
  - Previous teaching experience would be an advantage, but not necessary.
- Hours:** Full time & part time positions available  
**How to Apply:** Please send CV to: [Manager@skelligstar.ie](mailto:Manager@skelligstar.ie)

## Hotels & Catering (continued)

### RECEPTIONIST

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- Employer:** Skellig Star Hotel  
**Location:** Cahersiveen  
**Job Summary:**
- To carry out all Reception duties, working as part of the Front Office Team
  - Ensure complete guest satisfaction through the prompt handling of guest queries in a friendly and efficient manner
  - Ensuring all guests receive a genuine, warm, friendly and courteous welcome on arrival and during their stay
  - To anticipate guests needs whenever possible and to enhance quality service and guest satisfaction
  - Greet and welcome our guests to the Hotel.
  - Register the guests and take payment.
  - Answer any queries the guest may have on in house facilities and tourist information.
  - Update all guest information in the computer.
  - Take and confirm reservations to our guests.
  - Other duties as required
- Requirements:**
- Excellent customer care skills.
  - Be able to work on your own initiative.
  - Excellent communication skills.
  - Be able to cope well under pressure.
- Hours:** Part time position available.  
**How to Apply:** Please send CV to: [Manager@skelligstar.ie](mailto:Manager@skelligstar.ie)

### Scotts Hotel

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- Location:** Killarney  
**Vacancies:**

Vacancy:
<i>Chef the Partie.</i> Full time hours all year round.
<i>Accommodation Assistant</i>

- How to Apply:** Please send your CV to: [claire.enright@scottshotelkillarney.com](mailto:claire.enright@scottshotelkillarney.com)

### Waiter/Waitress

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**Employer:** Skellig Star Hotel  
**Location:** Cahersiveen  
**Job Summary:**

- Serving food & drinks in a polite and friendly manor.
- Clearing tables, serving food, keeping bar and restaurant area clean, dealing with cash, customer service.
- Ensure the waiting area is maintained to the highest hygienic standards and kept in good, organised working condition.
- Ensure stock is rotated in correct date order.
- Monitor and attend to customers' needs and requests as much as possible.
- Will also include general bar-work.
- Assist with stock takes.
- Ensure the working area is left ready for following shift.
- Carry out allocated/appropriate duties as and when required by management.

**Hours:** Part time and full-time positions available  
**How to Apply:** Please send CV to: [Manager@skelligstar.ie](mailto:Manager@skelligstar.ie)

**Employer:** Timothy & O'Connor Chartered Accountants  
**Location:** Killarney  
**Requirements:** Successful progressive background in catering .Ability to display a real passion for food and customer service. Demonstrate analytical approach to problem solving, excellent organisational skills & ability to plan aha.

**Hours:** Full time.  
**How to Apply:** Please send your CV to: [bptimothy@tocaccountants.ie](mailto:bptimothy@tocaccountants.ie)  
Tel: **066 7129579**, Fax: **066 7129585**

## Hotels & Catering (continued)

### Food Safety Assistant

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<b>Employer:</b>	Sodexo Irl Ltd
<b>Location:</b>	Killorglin
<b>Requirements:</b>	Good communications skills, previous food handling experience, ability to adhere to all health & safety practices, strong customer service skills, high levels of personal hygiene and appearance.
<b>Duties:</b>	<p>To assist as directed with all aspects of preparation and presentation to the Company's standards</p> <ul style="list-style-type: none"><li>•To provide an efficient and friendly service to customers in all areas of the catering department</li><li>•To assist at service times by serving the customer at the counter as directed, to the Company's standard</li><li>•To complete all necessary sales controls and documentation for each service</li><li>•To undertake all aspects in cleaning equipment to the Company's standard according to the cleaning rota or as directed</li><li>•To load service counters as and when directed and to ensure sufficient supplies throughout the service period</li><li>•Fill and clean vending machines, record on Service cards</li><li>•Check deliveries and temperatures on delivery, also record food temperatures during service temperatures</li><li>•Operate till during service periods</li></ul> <p>Additional Ad-hoc Duties:</p> <ul style="list-style-type: none"><li>•To assist at any special functions, some of which may occur outside working hours</li><li>•To report any customer complaints or compliments and take some remedial action if at all possible</li><li>•To report immediately any incidents of accident, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate or possible</li><li>•To attend meetings and training courses as may be necessary</li></ul>
<b>Hours:</b>	Monday 3pm-8, Wednesday 3pm-8pm, Thursday 3-8pm, Friday 8am-8pm
<b>How to Apply:</b>	Please email your CV to: <a href="mailto:sharon.clifford@sodexo.com">sharon.clifford@sodexo.com</a>
<b>Closing Date:</b>	31 <sup>st</sup> of July 2018

### Health Care Assistant

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**Employer:** Ocean View Nursing Home  
**Location:** Camp, Co: Kerry  
**How to Apply:** Please send your CV to: [oceanviewnh@gmail.com](mailto:oceanviewnh@gmail.com). For further information, please call our management team on: **066 7130267**

### Registered Nurse

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**Employer:** Ocean View Nursing Home  
**Location:** Camp, Co: Kerry  
**Hours:** Full time vacancy, including day & night shifts.  
**How to Apply:** How to apply Please send your CV to: [oceanviewnh@gmail.com](mailto:oceanviewnh@gmail.com). For further information, please call Jackie or Mairead on: **066 7130267**

### Staff Nurses/Health Care Assistant

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**Employer:** Kilcara House Nursing Home  
**Requirements:** To cover 7 days, must have clean driving license and prepare to be garda vetted.  
**Hours:** Part time  
**How to Apply:** Please email your CV to: [kilcarahouse@gmail.com](mailto:kilcarahouse@gmail.com)

### Leahys Pharmacy

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**Location:** Tralee

**Vacancies:**

Vacancy:
<i>Pharmacy Manager</i>
<i>OTC Pharmacy Assistant</i>
Must have IPU OTC course completed.

**How to Apply:** To apply or get further details please contact Claire at: **066 7127022** or email: [leahystralee@eircom.net](mailto:leahystralee@eircom.net) by 20<sup>th</sup> of July 2018

## Retail

### Sale Executive

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**Employer:** Timothy & O'Connor Chartered Accountants  
**Location:** CO. Kerry  
**Job Summary:** The Sales executive has responsibilities for ensuring that he / she achieves the weekly/monthly sales targets in bathroom / tile department.  
**Requirements:** Target driven Be strong in multitasking and time management.1 year of experience required.  
**Duties:**

- Ensure all Quotes are followed up
- Showroom Sales
- Resolve Customer Complaints / Issue in a timely manner
- Process Payments – Cash / Realex / PayPal / Vouchers etc.
- Support Finance in Cash Collections as required.
- Ensure Orders are despatched on time as agreed with the customer.
- Manage and grow our relationship with our current customers

**Hours:** Full time 5 days a week 40+hours  
**How to Apply:** Please email CV to: [bptimothy@tocaccountants.ie](mailto:bptimothy@tocaccountants.ie)

### Circle K (Topaz)

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**Location:** Killarney  
**Vacancies:**

Vacancy:
Night Shift Attendant. Flexible contracts from 15 hours guaranteed weekly.
Part Time Assistant Flexible contracts from 15 hours guaranteed weekly.

**How to Apply:** Please apply at: [circle.ie/careers](http://circle.ie/careers)

### Sales Assistant

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**Location:** Co. Kerry  
**Job Summary:** The Sales Advisor has a responsibilities for ensuring that the Sale Office achieves there weekly/monthly sales targets while not compromising on cash margins. Inbound telesales and actively selling in our showroom.  
**Hours:** Full time.  
**How to Apply:** Please send your CV to: [bptimothy@tocaccountants.ie](mailto:bptimothy@tocaccountants.ie).  
Tel: **066 7129579**, Fax: **066 7129585**

## Sales & Marketing & Advertisement

### Sales Person

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**Employer:** Klearsite Ireland  
**Job Summary:** Servicing regular customers, schools, hospitals, local authorities.  
**Salary&Benefits:** Eu 42,000 + car + generous bonuses  
**How to Apply:** Please apply to: Klearsite Ireland, Unit 4 Blyry Industrial Estate or email to: [klearsiteireland@gmail.com](mailto:klearsiteireland@gmail.com)

## Security, General Operatives & General Services

### Builders Labourers

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**Employer:** Mangan Group Services  
**Location:** Killarney / Killorglin / Tralee  
**Requirements:** Must have Safe Pass  
Manual Handling an advantage  
**Hours:** Full time. Immediate start.  
**How to Apply:** Please contact James on **0873218274**

### Semi-skilled Carpenters & CNC Router Operators

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**Employer:** Profile Developments  
**How to Apply:** Please send your CV to: [personnel@profiledevelopments.com](mailto:personnel@profiledevelopments.com)

### Electrician/Maintenance Person

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**Employer:** Duggan Steel  
**Location:** Millstreet  
**How to Apply:** Please send your CV to: Duggan steel, The Square, Millstreet, Co. Cork.  
Email: [duggansteel@duggansteel.ie](mailto:duggansteel@duggansteel.ie). Tel: **029 70072**

### Panel Beater

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**Employer:** Bodyshop, Reens Garage  
**Location:** Rathmore, Co. Kerry  
**Job Summary:** You will be repairing damaged vehicles in line with manufacturers' specifications within a busy bodyshop, using modern equipment & techniques  
**Requirements:** Must have at least 3 years' experience repairing all manner of vehicles.  
Must have excellent attention to detail, strong communication & interpersonal skills.  
Dependable with strong work ethics.  
**Hours:** Full time.  
**How to Apply:** Please send your CV to: [momahony@reensrathmore.ie](mailto:momahony@reensrathmore.ie)



## Transport, Warehousing & Motor

### Truck Driver, C License

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**Employer:** Timothy & O'Connor Chartered Accountants  
**Location:** Co. Kerry  
**Job Summary:** Runs will consist of delivering furniture and carpets to clients in Count Kerry as well as Warehouse Organization.  
**Requirements:** Experience truck driving/deliveries & logistics in Co. Kerry. Have a valid, clean C1 Licence and ability to drive 7.5 tonne truck. Good communication, organisation & interpersonal skills. Able to deliver exceptional customer service/satisfaction.

### Qualified Motor Technician, 3rd & 4rd year Apprentice Mechanic

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**Employer:** Randles Bros.  
**Location:** Tralee  
**Requirements:** Ability to work on own initiative. Full clean driving licence. Excellent communication skills.  
**How to Apply:** Please send your CV to: **The Service Manager**, Randles Bros., Manor West Retail Park, Tralee or email to: **padraig@randlesbros.com**

### Taxi Driver

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**Employer:** Mid Kerry Cabs & Tours  
**Job Summary:** Day/Night service for local customers in Killorglin and throughout Kerry we also provide airport transfers to & from ( Shannon, Kerry, Cork & Dublin)  
**Requirements:** A full clean driving and SPSV license ability to drive in a safe and secure manner with our client's comfort and safety in mind at all times. Impeccable personal presentation you must be a fluent English speaker with strong communication skills. Strong driving knowledge of Kerry and surrounding areas. Ability to use up to date technology apps, email, etc. Flexibility to work outside Kerry available to work evenings and weekends when required. Properly uniformed for the duration of each assignment vehicle cleaning and preparation.  
**Hours:** Part time  
**How to Apply:** For more information on this position please call: **087-2582040**

### Warehouse Operative

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**Employer:** irish health foods ltd.  
**Location:** Ballyvourney  
**Job Summary:** Responsible for general warehouse duties. Experience with picking and packing beneficial. Must be motivated & good team player.  
**How to Apply:** Please send your CV with references to: **jobs@iihealthfoods.com**

## Online Vacancies

Please use the search bar of the relevant web-site to find out more information about the position Last 7 days only.

Following vacancies are recently listed online.	Location	Company	For more information:
Community Care Worker	An Tóchar, County Kerry	Domestic Care	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Truck Driver	Baile Bhuirne	Irish Health Foods Ltd	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Receptionist	Ballyferritor	Dingle Peninsula Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Housekeepers	Ballyferritor	Dingle Peninsula Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Vacation Rental Property Manager	Brandon	STAY YNA	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Part Time Childcare Assistants	Castleisland	Cahereen Heights Childcare	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Sales Manager	Co. Kerry	Astoria Partnership Search & Selection	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Customer Relations Manager	Co. Kerry	Manpower	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
HGV Driver	Co. Kerry	McAuliffe Trucking	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Leisure Centre Supervisor	Co. Kerry	Skellig Mist Leisure Centre	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Production Supervisor	Co. Kerry	Wet Dairy	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Vacation Rental Property Manager	Dingle	STAY YNA	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Barista/Waiting	Inch	Inch	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
European HGV Drivers	Ireland	Carna Transport Ireland	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Waiting Staff	Kenmare	Davitts	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Customer Service Administrator	Kenmare	Patient Waits Limited	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Kitchen Porter / Cleaner	Kenmare,	Davitts	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Hotel Receptionist	Killarney	Castlerosse Hotel & Holiday Home	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Tiles and Stoves Salesperson	Killarney	Corcoran's Furniture	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Team Leader	Killarney	Costa Coffee	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Dogs Trust Door To Door Fundraisers	Killarney	CPM Ireland	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
eir In Store Sales Consultant	Killarney	eir	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Supervisor	Killarney	Four Star Pizza	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Cleaning Operative	Killarney	Grosvenor Services	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Product Owner - NFV/SDN	Killarney	iDirect	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Accommodation Assistant	Killarney	International Hotel Killarney	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Service AG/Turf Specialist	Killarney	John Deere	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Senior Supervisor	Killarney	Kilkenny Group	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Night Porter	Killarney	Killarney Avenue Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Sales & Events Specialist	Killarney	Killarney Convention Centre, The Gleneagle Group	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Restaurant Personnel	Killarney	Killarney Oaks Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Kitchen Porter	Killarney	Killarney Oaks Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Full Time Food & Beverage Staff	Killarney	Killarney Oaks Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Duty Manager	Killarney	Killarney Plaza Hotel & Spa	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Accommodation Assistant	Killarney	Killarney Plaza Hotel & Spa	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Kitchen Porter	Killarney	Killarney Plaza Hotel & Spa	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Kitchen Porter/Food Prep	Killarney	Killarney Riverside Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Experienced Barista	Killarney	Manna Café	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Experienced Bar Staff required	Killarney	Muckcross Park Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Estimator	Killarney	O'Carroll Engineering	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Sales Representative	Killarney	O'Carroll Engineering	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Experienced General Labourer	Killarney	O'Neill & Brennan	<a href="http://ie.indeed.com">http://ie.indeed.com</a>

Kitchen Assistant	Killarney	Our Lady Of Lourdes Care Facility	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Customer Advisor	Killarney	Pavers Shoes	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Catering Assistant	Killarney	School Food Company	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Cocktail/Bar staff	Killarney	Social15	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Spa Attendant	Killarney	The Brehon Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Food and Beverage Assistant -	Killarney	The Gleneagle Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Maintenance Manager	Killarney	The Great Southern Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Guest Services Porter	Killarney	The Great Southern Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Conference Bar Staff	Killarney	The Great Southern Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Bar Manager	Killarney	The Great Southern Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Graduate Jobs	Killorglin	Aviso	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Customer Service Representative	Killorglin	Gas Networks Ireland, Fexco	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Construction Labourer	Killorglin	Jim Sweeney & Son	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Sales Person of Car Parts	Killorglin	Kerry ELV Centre L.T.D	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Bar Tender	Killorglin	MLA VENTURES LTD T/A KINGSTON'S BAR & TOWNHOUSE	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Full Time Cleaning Operative	Killorglin	Noonan	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Pizza Assistant	Listowel	H2 Group - Texaco Spar Listowel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Cleaning Operative	Tralee	Abc Cleaning	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Reception & Customer Service / Sales	Tralee	Ard Ri Marble Ltd	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Operations Manager	Tralee	BorgWarner	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Crèche Manager	Tralee	Campus Kids Crèche- Tralee	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Team Member	Tralee	Costa Coffee	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Carer/Personal Assistant	Tralee	Courtney	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Technical Communications Technicians	Tralee	Dairymaster	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Technical / Refrigeration / Milk Cooling Field Service Technician	Tralee	Dairymaster	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Temporary Supervisor	Tralee	Harry Corry	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Store Associate	Tralee	Holland & Barret	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Food Court Catering Assistant	Tralee	Kirby's Brogue Inn	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Sales Consultant	Tralee	Next PLC	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Industrial Cleaner	Tralee	Noonan	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Construction Operatives	Tralee	O'Neill & Brennan	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Experienced Labourers	Tralee	O'Neill & Brennan	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Field Sales Representative	Tralee	PhoneWatch	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Vodafone D2D Sales Representative	Tralee	SalesSense International	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Duty Manager	Tralee	Smyths Toys	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Food and Beverage Supervisor	Tralee	The Ashe Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Journalist/Reporter	Tralee	The HR Suite	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Hotel Receptionist	Tralee	The Imperial Hotel	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Senior Mechanic / Business Manager	Tralee	Tralee Tyre & Service Centre	<a href="http://ie.indeed.com">http://ie.indeed.com</a>
Housekeeper	Waterville,	Guesthouse	<a href="http://ie.indeed.com">http://ie.indeed.com</a>

South Kerry Development Partnership  
Are Currently Recruiting for the  
**TÚS-Community Work Placement**  
Initiative Participants

- ✓ Are you Unemployed for 12 months or longer 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.

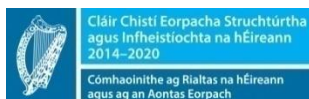
**Come in and talk to us in:**

South Kerry Development Partnership,  
Library Place, **Killorglin**;  
Tel: **087 414 6379** Paudie O'Shea  
Tus Supervisor

South Kerry Development Partnership,  
21 Henry Street, (First floor), **Kenmare**;  
Tel: **064 664 1930** John McCrohan  
Tus Supervisor

South Kerry Development Partnership,  
West Main Street, **Cahersiveen**;  
Tel: **066 947 2724** Joseph McCrohan Tus  
Manager

South Kerry Development Partnership,  
37A High Street, 2<sup>nd</sup> Floor, **Killarney**  
Tel: **064 663 6572**  
Lisa Murphy & Gerard Moynihan Tus  
Supervisors



**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**

## 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 old** or over for all areas. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more.

Job Title	Location	No. of positions	Closing Date	Job Ref. No.
Childcare Assistant	Ardfert	1	20/07/2018	CES 2077958
Childcare Assistant	Ballyheigue	1	27/07/2018	CES 2077960
Assistant Supervisor	Ballymacelligott	1 Full time position	22/07/2018	CES 2079134
General Porter	Ballymacelligott	1	22/07/2018	CES 2079466
Childcare Assistant	Castledrum/Keel	1	27/07/2018	CES 2077962
Childcare Assistant	Cordal	1	20/07/2018	CES 2077951
Childcare Assistant	Cumann Iosaef	2	27/07/2018	CES 2077963
Office Administrator	Firies, Marian Hall	1	22/07/2018	CES 2079464
Coordinator Go Kerry	Kenmare/Kilgarvan	1	24/08/2018	CES 2079975
Care Assistant (Kilgarvan Community Development Ltd)	Kilgarvan	1	02/08/2018	CES 2080388
Ground Person (Kilgarvan Community Development Ltd)	Kilgarvan	1	02/08/2018	CES 2080388
Childcare Assistant	Kilgarvan	1	20/07/2018	CES 2077956
General Porter	Knocknagoshel	1	22/07/2018	CES 2076462
Childcare Assistant	Listowel	4	27/07/2018	CES 2077965
Childcare Assistant	Listry	2	20/07/2018	CES 2077959
Coordinator Go Kerry	Mid Kerry	1	24/08/2018	CES 2079974
Childcare Assistant	Milltown	3	20/07/2018	CES 2077950
Childcare Assistant	Rath Oraigh	1	20/07/2018	CES 2077954
Childcare Assistant	Shanakill	3	27/07/2018	CES 2077973
Receptionist	Tralee, Recovery Haven	2	22/07/2018	CES 2079447
Childcare Assistant	Waterville	2	27/07/2018	CES 2077967
Childcare Assistant	Waterville	2	27/05/2018	CES 2066832

**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

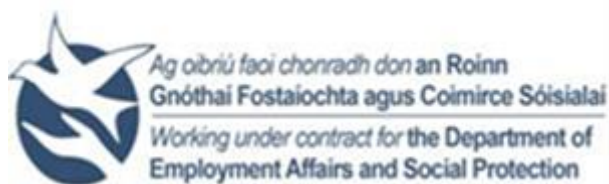
**Librarians:** Eamon Browne, Kathleen Rice, Noreen Dennehy, Hazel Joy.

**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.**





SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.

## SKDP working in partnership with Staffline for recruitment of temporary workers for Amazon Customer services

# Staffline

### Virtual Customer Service Associate – working with Amazon

Would you like to **work from home** as part of a world-renowned organization?

Unable to commit to a full-time role all year round but want to gain valuable experience at a large multi-national organization? Have a passion for helping customers but wish to do so from the comfort of your own home without the hassle of commuting? Then keep reading because we have the role for you!

Staffline is looking for candidates with great communication skills, who are comfortable talking to people via phone, email or chat, with a passion for customer service and self-development to join Amazon's virtual customer service network. The exact same role as if you worked in one of our contact centres but with one great benefit – no commute!

In addition, you will be part of a virtual team consisting of over 60 Customer Service Associates based in over 20 towns and cities across UK and Ireland!

You will receive 6 weeks of online training, either trainer-led or group-based, which will allow you to meet your new team virtually and learn together on how to offer the best customer service experience.

#### **As a Customer Services Part Time Flex Associate, you will:**

- Work **40 hours** per week for 6 weeks. After this, you will switch to the part-time model of 20 hours per week \*
- Work a flexible shift pattern based on a minimum of 20 hours as a normal working week
- Have the ability to flex your schedule to meet the needs of Amazon's customers
  - If contacts are busier than planned and overtime is available, you can volunteer to work additional hours
  - If it's a quieter period and want additional time off, you can volunteer to reduce your hours
  - Evenings and weekends are critical times for Amazon so if you have a preference for those types of shifts, or for working split shifts we can accommodate that!
- In July and during the Christmas period (mid Nov to late December, please note these dates may be subject to change based on customer demand), Amazon experiences an increase in customer requirements. During this time, you will be required to commit to working 40 hours per week\*\*

\*Part time (20 hour) schedules will have shifts typically between 6am to 12pm and 5pm to 10pm Monday to Friday and anytime within 6am to 10pm at weekends

\*\* During peak periods, 40 hour schedules will include shifts within the hours of 6am to 10pm Sunday to Saturday

#### **Requirements:**

- Minimum broadband connection of **10MB download speed and 5MB upload speed** (evidence of speed tests will need to be provided at recruitment stages)
- **A dedicated workstation**, free from distraction and ergonomically appropriate, for home working.

#### **To be a successful Virtual Customer Service Associate at Amazon, you'll need to have the following skills and attributes:**

- Fluent English with excellent communication skills, both written and verbal
- Excellent typing and phone skills
- Ability to navigate the Internet, multiple browsers, email, and Instant Messenger tools
- High flexibility during Amazon's busiest periods
- Ability to empathize with and prioritize customer needs
- Exude patience and ownership with each customer
- Ability to determine customer needs and provide appropriate solutions, setting expectations with customers

- Ability to deal with ambiguity and make sound judgements on behalf of Amazon's customers
- Technically savvy with an ability to diagnose basic connectivity problems

*Please note that, in order to meet Amazon's customer requirements, you must be willing to work over Christmas, at weekends and public holidays (this may be inclusive of Christmas day, St Stephens day and New Years day) and annual leave may not be taken in November and December, unless there are exceptional circumstances. In addition, you must be able to commit to full attendance during a 6 week training period.*

The start dates for this position will be discussed with you on application – you must be available to start on that date and no holidays can be taken over the initial 6 weeks.

This vacancy is for a temporary contract with Staffline. There may be opportunities for permanent employment with Amazon, depending on Amazon's resourcing requirements.

If this flexible, part time virtual role sounds like it's for you, then **click on the link below** to start the application process, you will need to complete an online assessment which takes 35-45mins and must be done on a laptop or desktop (not a mobile or tablet).

[https://amazon.force.com/JobDetails?Agency=1&isApply=1&reqid=a0R0G000017DHXD&setlang=en\\_GB](https://amazon.force.com/JobDetails?Agency=1&isApply=1&reqid=a0R0G000017DHXD&setlang=en_GB)

*If you require further information please contact Bridie on 087 2934440 or any South Kerry Local Employment Service office (see front page for details)*



Jigsaw is a free and confidential service that supports young people aged 12-25 years experiencing mild to moderate distress. Jigsaw offers brief therapeutic interventions, based on building resilience and supporting development of coping strategies in young people. We can meet with a young person up to 8 times. We accept referrals from young people, parents and professionals.

To contact us call **066 7186785** or email us at **kerry@jigsaw.ie'**

Its Ok not to feel ok, and it's absolutely ok to ask for help