

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

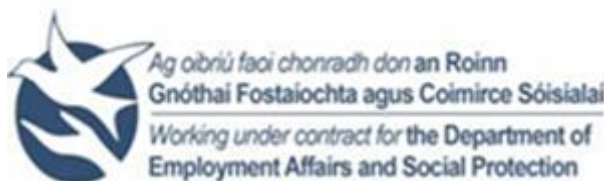
**Our offices are open from Monday to Friday
9:00 – 17:00 (Except lunchtime)**

Killarney Jobs Club

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

Job Vacancies

Vacancies with details	page1-11
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Community Employment	page 14



Finance Office

- 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**
- Informal enquires to: Liam Heal, **064 6644133 ext. 240y**
- Closing Date:** Interviews scheduled for 16th of July 2018

Secretary

- Employer:** Pierce Fitzgibbon Solicitors
- Location:** Listowel
- How to Apply:** Please apply with your CV to :**carrers@pierce.ie**

Kerry County Council

- Location:** Co. Kerry
- Vacancies:**

Vacancy:
HEALTH & SAFETY OFFICER
ATLANTIC ECONOMIC CORRIDOR OFFICER
EXECUTIVE PLANNER
ASSISTANT PLANNER
I.S. ANALYST-NETWORKS & COMMUNICATIONS

- How to Apply:**
- Application forms and candidate information booklets may be obtained on the Kerry Council web-site:**www.kerrycoco.ie** or from **www.localgovernmentjobs.i**

Administration & Office (continued)

Personal Insolvency Manager

Employer: Prima Finance DEBT Solutions

Location: Killarney

Job Summary:

- Liaising and advising clients on a range of financial services and products
- Oversee Personal Insolvency cases for clients from beginning to end. This involves initial meeting, review of financials, and engagement with creditors and prepare and submit proposal to the creditors.
- Monitor your client pipeline so that appropriate follow up and communication happens in a professional and timely manner.
 - Flexibility to take on additional tasks within the company

Requirements:

- Strong communication and interpersonal skills,
- Previous experience in a Financial role,
- Ability to work to deadlines and targets
- Proficient computer skills & ability to multi-task,
- Third level/QFA/Financial qualification offers a distinct advantage

Hours: Full Time

How to Apply: Please send your CV to: coshea@primafinance.ie

Bookkeeper

Employer: Quills

Location: Killarney

Requirements: Minimum 3 Years' experience. Must have great knowledge of Sage, Payroll, Excel. Very good interpersonal skills are essential.

How to Apply: Please email your CV to: padraig@quillskillarney.com.

Office /Administration /Reception

Employer: O'Shea's Fruit & Veg

Location: Killarney

Job Summary: Data input. Tele-Sales essential. Vat & Paye experience an advantage. Must have fluent English.

How to Apply: Please apply with CV To: Anthony, O'Shea Fruit & Veg, Woodland Industrial Estate, Killarney, Co. Kerry

Accounts Technician/Qualified Accountant

Location: Tralee

How to Apply: Please Apply with your CV to: traleejob1@gmail.com

Arts, Design & Media

Media Broadcast/Film Development Officer post

Employer: Kerry EBT Training Centre
How to Apply: Application Forms and full details for above post may be obtained from www.kerryetb.ie/opportunities or contact the HR Dept., Kerry ETB, Centrepoint, John Joe Sheehy Rd., Tralee, Co. Kerry.
Please complete an application form and return it by email only to: jobs@kerryetb.ie
Closing Date: 12.00 noon, Friday 6th of July

Community & Social Welfare +

Instructor Community Integration & Day Services

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

- A relevant Third Level Qualification in Social Care, Education, Health and Leisure, Community or other. (FETAC Level 7 or higher)
- Minimum one years' experience of supporting adults with an intellectual disability.
- An ability to facilitate, instruct and support service-users in a variety of service and community based programmes.
- Previous experience in training and community development e.g. QQI with a creative approach to service delivery would be an advantage;
- Proficient IT skills and report writing;
- Excellent communication, teamwork, interpersonal and organisational skills.
- Full Clean Driver's license.

Hours: Full Time Fixed Term Contract/Specified Purpose Contracts
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
Informal enquiries to Helena Cronin, **066 71243333**
Closing Date: 5.00 pm, Friday 6th July 2018

Education, Training & Childcare

Pre-School Teacher

Employer: Clearway Montessori Pre- School
Location: Killarney
Requirements: Minimum Level 5 in child care or Montessori Teaching,
Hours: Maternity Cover Position
How to Apply: Please send your CV to: ciarammc@yahoo.com

Hotels & Catering

Kitchen Porter

Employer: The Fáilte Hotel
Location: Killarney
Hours: Part Time
How to Apply: Please send your CV to: failtehotel@gmail.com

Experienced Chef

Employer: McCarthy's Par
How to Apply: Please send your CV to: dgbialann@gmail.com

Chef de Partie

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

Commis Chef

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

Short Order Cook/Chef

Employer: Bunkers Bar & Restaurant
Location: Killorglin
Hours: Full time position
How to Apply: Please send your CV to: bunkers1@eircom.net. Or in writing to:
Bunkers Bar, Iveragh Rd., Killorglin

Night Porter

Employer: The Heights Hotel Killarney
Location: Killarney
Hours: Part time. 2-3 nights per week.
How to Apply: Please send your CV & cover letter to: noreen@killarneyheights.ie

Hotels & Catering (continued)

Bar Person

Employer: Murphy's Bar
Location: Killarney
Hours: Full time
How to Apply: Please send your CV to: jobs@murphysofkillarney.com

Waiting Staff

Employer: Lord Kenmare
Location: Killarney
Requirements: Minimum 3years' experience
Hours: Full and part time position available.
How to Apply: Please apply by email to: jobs@murphysofkillarney.com. Or in writing to HR Manager, 18 Collage Street, Killarney.

Restaurant Supervisor

Employer: Killarney Riverside Hotel
Location: Killarney
Requirements: Minimum 2 years' experience in similar role
How to Apply: Please send your CV to: Deputy General Manager, Riverside Hotel Killarney, Co. Kerry. Or email to: gearoid@riversidehotelkillarney.com

Rosspoint Bar & Restaurant

Location: Rossbeigh, Glenbeigh,
Vacancies:

Vacancy:
Cook - part time
Experienced Bar & Waiting Staff - full & part time
Kitchen Staff – full & part time

How to Apply: Please send your CV to: info@rosspoint.ie or contact Darran or Con O'Sullivan at: **066 9794661**. You can also private message on FB.

Killarney Court Hotel

Location: Killarney
Vacancies:

Vacancy:
Chef de Partie
Accommodation Staff

How to Apply: Please send your CV to: reception@killarneycourthotel.com.
Or phone 064 6637070

Hotels & Catering (continued)

Breakfast Chef Monday to Friday

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

Sales & Marketing Manger

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

Sous Chef

Employer: Killarney Avenue Hotel
Location: Killarney
How to Apply: Please send your CV To: jobs@odrhoteles.com

Staff

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

Hotels & Catering (continued)

- 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

POOL LIFEGUARD/SWIM TEACHER

- 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

Confectioner/Baker

- 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

Hotels & Catering (continued)

RECEPTIONIST

Employer:	Skellig Star Hotel
Location:	Cahersiveen
Job Summary:	<ul style="list-style-type: none">• 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:	<ul style="list-style-type: none">• 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

Waiter/Waitress

Employer:	Skellig Star Hotel
Location:	Cahersiveen
Job Summary:	<ul style="list-style-type: none">• 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

Hotels & Catering (continued)

Head Chef

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
Tel: **066 7129579**, Fax: **066 7129585**

Circle K (Topaz)

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

Staff

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

Scotts Hotel

Location: Killarney

Vacancies:

Vacancy:
Chef the Partie. Full time hours all year round.
Accommodation Assistant

How to Apply: Please send your CV to: claire.enright@scottshotelkillarney.com

Medical Professionals & Healthcare

Staff Nurses

- Employer:** Saint John of God Community Services CLG, Kerry Services
- Location:** Co. Kerry
- Requirements:**
- RNMH/RNID qualifications or other suitable nursing qualifications and to be a Staff Nurse on the current register as maintained by An Bord Altranais.
 - 1 – 2 years' relevant experience of supporting people with an intellectual disability is an advantage.
 - Relevant experience of working with people who have behaviours that challenge is an advantage.
 - Demonstrate excellent communication (both verbal and written), organizational skills, flexibility and commitment.
 - Must have a full clean driver's licence for a manual vehicle, D licence would be an advantage.
- Hours:** Full & part time permanent Contracts.
- 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**
Informal enquires to Catherine Hunt or Shirley Knight, Tel: **064 6644133** ext. 257/213
- Closing Date:** 5.00 pm, Friday 6th July 2018

Pharmacy Technician

- Location:** Killarney
- Requirements:** Experience essential.
- Hours:** Full Time permanent role. No late nights or Sundays.
- How to Apply:** Please apply to: **pharmacyrole@gmail.com**

Staff Nurses/Health Care Assistant

- 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**

Retail

Shop & Deli Assistant

Employer: Jack's Bakery
Location: Killorglin
Requirements: Person who enjoys being busy and interacting with the public.
Hours: 8 hours, 3/5 days per week. It's not summer job position.
How to Apply: Please call: **066 9791132**

Sales Assistant

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**.
Tel: **066 7129579**, Fax: **066 7129585**

Security, General Operatives & General Services

General Operative/ Van Driver

Employer: Glenbeigh Shellfish Ltd.
Location: Glenbeigh
Job Summary: This job entails work related to preparation of shellfish I.e. mussels & oysters for purification and outward distribution. Van deliveries are an essential part of this opportunity. Immediate start.
Hours: Full time
How to Apply: Please contact: **066 9798373** or **087 2222436**.
Email: **info@glenbeighshellfish.ie**

Transport, Warehousing & Motor

Truck Driver, C License

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.

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:
Groundsman / Greenkeeper	Killarney	Castlerosse Hotel & Holiday	http://ie.indeed.com
Senior Supervisor	Killarney	Kilkenny Group	http://ie.indeed.com
Senior Qualified Accountant	Kerry	Kevin O'Reilly and Co	http://ie.indeed.com
Kitchen Porter/Chef's Assistant	Killarney	Killarney Oaks Hotel	http://ie.indeed.com
Laundry Assistant	Dingle	Dingle Hospitality	http://ie.indeed.com
Accommodation Assistant	Killarney	Killarney Oaks Hotel	http://ie.indeed.com
Delivery Driver - Multidrop Artic	Tralee	Ard Ri Marble Ltd	http://ie.indeed.com
Sales and Marketing Senior Executive	Tralee,	Sales and Marketing Senior Executive	http://ie.indeed.com
Construction Operatives	Tralee	O'Neill & Brennan	http://ie.indeed.com
Duty Manager	Killarney	Killarney Plaza Hotel	http://ie.indeed.com
Community Care Worker	An Tóchar, County Kerry	Domestic Care	http://ie.indeed.com
Architectural Technologist/Technician	Killarney	CoreX Consultancy	http://ie.indeed.com
Customer Advisor	Killarney	Pavers Shoes	http://ie.indeed.com
Van Sales Driver	Munster Area	National Organic Products Ltd (Bunalun Organic)	http://ie.indeed.com
European HGV Drivers	Ireland	Carna Transport Ireland	http://ie.indeed.com
Customer Service Representative	Killorglin,	(Bord Gáis Energy) Fexco	http://ie.indeed.com
Spa Attendant	Killarney	The Brehon Hotel	http://ie.indeed.com
Reception & Customer Service / Sales	Tralee	Ard Ri Marble Ltd	http://ie.indeed.com
Sales / Store Assistant	Killorglin	Woods Electrical	http://ie.indeed.com
Patrol and Response Drivers	Killarney	Safeguard Security	http://ie.indeed.com
Service AG/Turf Specialist	Killarney	John Deere	http://ie.indeed.com
Full Time Food & Beverage Staff	Killarney	Killarney Oaks Hotel	http://ie.indeed.com
Need A Trustworthy Child Carer For 2 Children	Killarney	Care.com	http://ie.indeed.com
Construction Labourer	Killorglin	Jim Sweeney & Son	http://ie.indeed.com
Experienced Labourers	Tralee	O'Neill & Brennan	http://ie.indeed.com
Operations Manager	Tralee	BorgWarner	http://ie.indeed.com
Deli /general Assistant	Killorglin	Jacks Bakery Deli	http://ie.indeed.com
Kitchen Porter	Portmagee, County Kerry	The Moorings	http://ie.indeed.com
Accommodation Supervisor	Portmagee, County Kerry	The Moorings	http://ie.indeed.com
Experienced Bar Person	Portmagee, County Kerry	The Moorings	http://ie.indeed.com
Human Resources Manager	Tralee	Ballygarry House Hotel & Spa	http://ie.indeed.com
Chartered Physiotherapist MSK	Tralee	Tralee Physiotherapy Clinic	http://ie.indeed.com
Waiting Staff	Kenmare	Davitts	http://ie.indeed.com
Waiter/Waitress	Cahersiveen	Skellig Star Hotel	http://ie.indeed.com
Team Leader	Killarney	Costa Coffee	http://ie.indeed.com
Kitchen Porter / Cleaner	Kenmare,	Davitts	http://ie.indeed.com
Housekeeper	Waterville,	Guesthouse	http://ie.indeed.com

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.

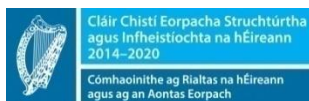
Come in and talk to us in:

South Kerry Development Partnership,
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, 2nd 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

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 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
Office Administrator	Ballydwyer , Ballymacelligott	1	08/07/2018	CES 2078415
Childcare Assistant	Ballyheigue	1	27/07/2018	CES 2077960
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	01/07/2018	CES 2077022
Childcare Assistant	Kilgarvan	1	20/07/2018	CES 2077956
Care Assistant	Kilgarvan	1	13/07/2018	CES 2071951
Grounds Person	Kilgarvan	1	13/07/2018	CES 2072015
General Porter	Knocknagoshel	1	01/07/2018	CES 2077024
Childcare Assistant	Listowel	4	27/07/2018	CES 2077965
Childcare Assistant	Listry	2	20/07/2018	CES 2077959
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	1	01/07/2018	CES 2077020
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
2nd 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,
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

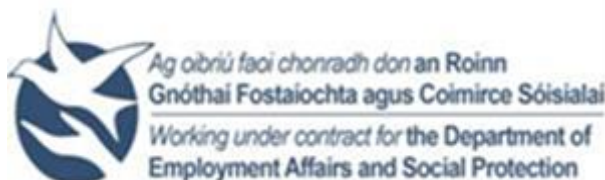
Librarians: Eamon Browne, Kathleen Rice, Noreen Dennehy, Hazel Joy.

Phone: (064) 663 2655

Fax: (064) 663 2967

Email: killarney@kerrylibrary.ie

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





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 Amazons 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

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