

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:0669762444

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



BASIC GRADE SUPERVISOR

Employer: St. Joseph's Foundation
Location: Bakers Road, Charleville, Co. Cork
Requirements: A relevant qualification at QQI Level Healthcare Course or equivalent, Experience of working with adults in the field of intellectual disability, Knowledge/understanding of New Directions Programme for Adult Day Services. Experience of supervising & managing staff.
How to Apply: For Further details email monicaosullivan@stjosephsfoundation.ie or phone 06321671 by Friday, November 9th 2018

FINANCE MANAGER PART TIME

Employer: ST Joseph's home Killorglin.
Requirements: Qualified Finance Manager.
How to Apply: Margaret.lyne@talk21.com before Friday 9th November 2018.

OFFICE ADMINISRTATOR

Requirements: Customer order capture, inputting all data relating to orders. Ensuring customers are greeted in warm and friendly manner. Handling and recording of all customer payments, including cash, cheque, credit card and EFT payments. Must have fluent English, written and spoken.
How to Apply: Box no. 4250 Kerry Eye Newspaper, Ashe Street, Tralee.

HUMAN RESOURCES

Employer: St John of God Community Services CLG .
Requirements: Qualification in Human Resources / Business-related discipline at Third level. Three years administration experience. Excellent IT skills to support HR practices. A full clean driving license suitable for manual vehicles.
How to Apply: Dolores.parker@sjog.ie before Friday 26th October by 5:00 pm

PURCHASING OFFICER/STOCK CONTROL

Requirements:

	RESPONSIBILITY
	<ul style="list-style-type: none">●Forecasting supply & demand to prevent over/under stocking●Placing orders to replenish stock as required●Track shipments and address any delays●Keep updated shipping records●Strong attention to detail & accuracy●Track sales orders and stock requirements●Identify and source new suppliers develop, negotiate and administer purchasing agreements and contracts with suppliers in support of organisational requirements
How to Apply:	Contact : bptimothy@tocaccountants.ie or call 066-7129579

OFFICE / ADMINISTRATION / PROFESSIONAL
CONTINUED:

GRAPHIC DESIGN/KILLARNEY

- Requirements:** Strong computer skills, minimum 3 years' experience in graphic design good phone and email manner flexibility in day to day tasks, English as first language, experience in sign industry is a distinct advantage.
- How to Apply:** Send CV to Joanne Griffin, South Kerry Development Partnership, Library Place Killorglin or jgriffin@skdp.net.

PERSONAL LINES EXECUTIVE – ENTRY LEVEL

- Requirements:** Evidence of excellent Customer Service skills. Excellent organisations skills and attention to detail confident, phone manner IT skills with a knowledge of Microsoft office .a minimum of 280 points in leaving Certificate to include a pass in English and maths at either Ordinary or Honours Level or an Ordinary Batchelor Degree (Level 7) or Higher .
- How to Apply:** Send CV to Joanne Griffin, South Kerry Development Partnership, Library Place Killorglin or jgriffin@skdp.net

ACCOUNTANT

- Requirements:** Must be reliable have excellent attention to detail be proficient in SAGE & Excel and will possess the ability to work as part of a team.
- How to Apply:** Send CV to info@ockt.ie before 31st October 2018

DRIVER/MECHANICAL

HAULAGE OPPORTUNITIES

- Employer:** Kerry Agribusiness
- Requirements:** Transport Bulk Feed from Kerry Supplies, Farranfore, to customers in Kerry.
- How to Apply:** Transport Department, 0872629013 before Friday November 2nd 2018

HGV LOW LOADER DRIVER

- Requirements:** Clean licence essential, work throughout Ireland immediate start.
- How to Apply:** Call 06821197

DRIVER/MECHANICAL CONTD.....

FERTILISER & BAG FEED

Employer: Kerry Agribusiness
Requirements: Tenders are required for Haulage Contractors to transport fertiliser and bag feed from fertiliser manufacturing depots and Kerry Farm Supplies, Farranfore to Kerry Agribusiness outlets and customers in Kerry, Limerick, Clare, Co Cork.
How to Apply: For further information please contact Transport Department, 0872629013 before Friday, November 2nd 2018

MILK EX FARM

Employer: Kerry Agribusiness
Requirements: Contractors to collect milk ex farm in the Kerry, Clare and Limerick areas for delivery to milk processing plants in Listowel, Co. Kerry, Charleville & Newmarket, Co. Cork
How to Apply: Transport Department, 0872629013 before Friday, November 2nd 2018

HEALTH CARE/ CHILD CARE

CARE ASSISTANT - DAY / RESIDENTIAL SERVICES – PERMANENT POSTS, FULL /PART/ RELIEF

Employer: St. Joseph's Foundation, Bakers Road, Charleville, Co. Cork
Requirements: QQ1 Level 5 healthcare course a high degree of flexibility. Experience of working with children/adults in the field of intellectual disability some of whom may present with behaviour.
How to Apply: Call Thomas Dawson area Manager 0868223945 by Friday November 9th 2018

CARE ASSISTANTS FULL/PART TIME PERMANENT /FIXED CONTRACT

Employer: St John of god Community Services CLG
Requirements: Healthcare support at QQI Level 5. 1-2 years' experience working with disability is desirable. Full clean driving licence for a manual vehicle D licence would be an advantage.
How to Apply: Catherine.Hunt@.ie or Shirley.Knight@sjog.ie by Friday 26th October 2018

HEALTH CARE/ CHILD CARE CONTD.....

STAFF NURSES FULL/PART PERMANENT/FIXED TERM CONTRACTS

Employer: St John of God Community Services CLG
Requirements: RNMH/RNID qualifications or other suitable nursing qualifications and be a staff nurse on the current register 1-2 years' experience of working with people who have behaviours. Organizational skills, full clean drivers licence vehicle, D licence would be an advantage.
How to Apply: Catherine.Hunt@sjog.ie or Shirley.Knight@sjog.ie by Friday 26th October 2018

SOCIAL CARE WORKERS FULL/PART/FIXED TERM CONTRACTS

Employer: ST John of Gods Community Services CLG
Requirements: Diploma in Social Care/Diploma in applied social studies /social care. 1-2 years' experience working with individuals with intellectual disability. Communication skills. Supporting people presenting with challenging behaviour.
How to Apply: Catherine.Hunt@sjog.ie or Shirley.Knight@sjog.ie before Friday 26th October 2018

STAFF NURSE FULL TIME

Employer: Aras Mhuire Greenville Listowel.
Requirements: Able to do day and night shifts.
How to Apply: Call 06821470.

CONSTRUCTION / MECHANICAL

TLI GROUP / ENGINEER/HEALTH,SAFETY & ENVIRONMENTAL OFFICER SITE MANGER-HOME ENERGY SERVICES BUSINESS DEVELOPMENT

Employer: TLI Group
How to Apply: www.tli.ie/careers

FITTER/WELDER/FABRICATOR

Employer: Metal Fabrication
Requirements: Must be able to problem solve and work on own initiative.
How to Apply: Send CV to info@jocmetalfabrication.com

HEALTH CARE/ CHILD CARE CONTD.....

WELDER/ CASTLEMAINE

- Requirements:** We are looking for skilled Welder to cut and join metals and other materials at our facilities. You will operate appropriate equipment to put together mechanical. Knowledge of different kinds of metal and their properties is essential. Experience in using electrical or manual tools (saws,squares,calipers etc.)
- How to Apply:** Send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or jgriffin@skdp.net by October 23rd 2018

PLASTERERS/APPRENTICE PLASTERERS/LABOURERS/ WANTED IN THE KERRY AREA

- How to Apply:** Contact Bryan on 0871675140

Hospitality/Hotel

Muckross Park Hotel &Spa - Vacancies

- Vacancies:**
1. Banqueting Waiter/Waitress (Part-time)
 2. Senior Spa Therapist
 3. Food & Beverage Assistant
- Requirements:**
1. 1 year experience (at least) within a 4-5 star hotel. Flexibility is required as these positions involve weekend and evening work
 2. Previous experience working as a Spa Therapist; Ideally to a 4 or 5 star standard
 3. There is a unique opportunity to become a full-time F&B Assistant in the award winning 'Yew Tree Restaurant'
- How to Apply:** Please submit your application in writing to :
The HR Manager; Muckross Park Hotel & Spa, Muckross, Killarney
Email CV to: hr@muckrosspark.com

Hospitality/Hotel

PORTER

- Vacancies:**
1. Night Porter part & full time.
 2. Evening Porter part & full time.
 3. Housekeeper/cleaner part 7 full time.
- Requirements:** Regular Hours 12 Month Contract Immediate Start .
- How to Apply:** vacancykenmare@gmail.com or call 0872464878

CLEANER'S

- Vacancies:**
1. Evening cleaner.
 2. Two morning cleaning position.
- Requirements:**
1. 3 hrs per day mon- fri, own transport
 2. 3 hrs 7 days a week to be divided between two staff. Own car .
- How to Apply:** easycleanlimited@eircom.net

Services from the Kerry South Jobs Club



'There is no charge for this service'



Do you need help with your CV?

Do you need help writing a cover letter?

Have you an interview coming up and need help preparing?

**We can compile a professional CV & Cover Letter to suit your needs
We can arrange to do a mock interview for you so you are well prepared**

Please contact Mary or Paul for an appointment Tel: 064 663 7833

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:

- **Library Place, Killorglin; Tel: 087 414 6379: Paudie O'Shea, Tus Supervisor**
- **21 Henry Street, (First floor), Kenmare: Tel: 064 664 1930: John McCrohan, Tus Supervisor**
- **West Main Street, Cahersiveen; Tel: 066 947 2724: Joseph McCrohan Tus Manager**
- **37A High Street, 2nd Floor, Killarney: Tel: 064 663 6572: Lisa Murphy & Gerard Moynihan Tus Supervisor**



SKDP TUS/RSS Positions

CARETAKER / 19:5 HRS PER WEEK (Killarney)

Employer: Listry Community Facility Killarney.
Requirements: Times will be arranged with voluntary group involved.
How to Apply: Contact Joseph Mc Crohan; TUS/RSS Manager on 066-9472724 or 0872849165.

RETAIL ASSISTANT / 19:5 HRS PER WEEK (Cahersiveen)

Employer: Charity Shop, Cahersiveen
Requirements: Times will be arranged with voluntary group involved.
How to Apply: Contact Joseph Mc Crohan; TUS/RSS Manager on 066-9472724 or 087-2849165.

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	Kilgarvan	2	02/11/2018	2089257
CHILDCARE ASSISTANT	Listowel	4	02/11/2018	2089260
CHILDCARE ASSISTANT	Listry	2	02/11/2018	2089259
CHILDCARE ASSISTANT	Valentia	1	02/11/2018	2089261
CHILDCARE ASSISTANT	Ardfert	2	09/11/2018	2089264
CHILDCARE ASSISTANT	Ballybunion	1	09/11/2018	2089265
CHILDCARE ASSISTANT	Ballyheigue	1	02/11/2018	2089266
CHILDCARE ASSISTANT	Cumann Iosaef	2	09/11/2018	2089267
CHILDCARE ASSISTANT	Waterville	3	09/11/2018	2089268
CHILDCARE ASSISTANT	Killorglin Family C	2	16/11/2018	2085488
CHILDCARE ASSISTANT	Milltown	1	16/11/2018	2089269
CHILDCARE ASSISTANT	Scartaglen	1	16/11/2018	2085485
CHILDCARE ASSISTANT	Shanakill	4	16/11/2018	2085476
CHILDCARE ASSISTANT	St Brigid's	3	16/11/2018	2085483
CHILDCARE ASSISTANT	Glenbeigh	1	16/11/2018	2085489
Cook	Listowel	1	21/11/2018	2081028
CARE ASSISTANT	Kilgarvan	1	27/11/2018	2089883
GROUNDS PERSON	Kilgarvan	2	27/11/2018	2089886