

South Kerry Local Employment Services

FREE FOR YOUR BENEFIT

CALL INTO YOUR LOCAL OFFICE
FOR A FREE, FRIENDLY AND
CONFIDENTIAL SERVICE

- ⇒ JOB SEARCHING
- ⇒ INFORMATION SERVICES
- ⇒ CAREER GUIDANCE
- ⇒ EDUCATION & TRAINING

OUR OFFICES ARE OPEN FROM MONDAY TO FRIDAY

9:00 - 17:00

(Closed for Lunch)

Killarney Jobs Club

37A High St. 2nd Floor, Killarney

- ⇒ CURRICULUM VITAE (CV'S)
- ⇒ COVER LETTERS
- ⇒ JOBS CLUB TRAINING

Head Office

West Main Street
Cahersiveen
Co. Kerry
Tel: 066 9472724

Other Offices:

Killarney

37A High St.
2nd Floor,
Killarney,
Co. Kerry
Tel: 064 6636572

Killorglin

Library Place,
Killorglin,
Co. Kerry
Tel: 066 9761615

Kenmare

21 Henry St.
Kenmare,
Co. Kerry
Tel: 064 6641930



SOUTH KERRY DEVELOPMENT
PARTNERSHIP CLG.



An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí
Department of Employment Affairs
and Social Protection



ADMINISTRATION & OFFICE

FINANCIAL ADVISERS

Employer:	Acorn
Requirements	The ability to listen and build strong personal relationships Self-confident and receptive to coaching with a high standard of personal integrity Hardworking, goal orientated and the ability to persevere In possession of a suitable natural market and interested in meeting and working with people Successful track record in previous/current field of employment
How to Apply:	Please email: pius.horgan@acornlife.ie Or call or Tralee Branch on 066-7123388

OFFICE ADMIN/ ACCOUNTS

Location:	Killorglin
Requirements:	3 to 4 mornings per week Sales and purchases, Bank Reconciliations, Scanning, ROS, General Clerical Duties Experience desirable but training will be given Flexible hrs will apply
How to Apply:	Please send CV to: Joanne Griffin South Kerry Development Partnership Library Place, Killorglin, Co. Kerry Or email: jgriffin@skdp.net Closing date 8th February 2019

LEGAL SECRETARY

Employer:	Downing Courtney and Larkin Solicitors
Requirements:	Legal experience preferred but not essential
How to Apply:	Please email CV to: info@downingslaw.com Closing date for applications: 15th February 2019

ADMINISTRATION & OFFICE

TRAINEE ACCOUNTANTS, OFFICE PERSONNAL

Employer: Munster Joinery

How to Apply: If you are interested in applying for these positions, please forward a current CV via email to: hr@munsterjoinery.ie

SECRETARY (FULL-TIME)

Employer: OCKT Limited

Location: Killarney

Requirements: Practice for Maternity Leave contract commencing April 2019
Strong organisational skills and high proficiency in word
Excellent communication and interpersonal skills
Experience essential

How to Apply: Please forward CV to: info@ockt.ie
Or post: OCKT Limited, Glebe House
Glebe Place, Killarney, Co. Kerry

INSURANCE BROKER (FULL-TIME)

Location: Killarney

Requirements: Evidence of excellent Customer Service skills
Excellent organisational skills and attention to detail, Excellent communication and interpersonal skills to include a confident phone number, Excellent IT skills with Knowledge to 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 equivalent) OR an Ordinary Batchelor Degree (Level 7) or higher
Self-motivated, enthusiastic and solution focused, Commitment to studying for Insurance exams and advancing your career
Ability to work as part of a team and contribute to the continued growth of the company
Enjoys interacting and building relationships with customers and is comfortable working in a fast paced dynamic environment

How To Apply: Please send CV to: Joanne Griffin,
South Kerry Development Partnership
Library Place, Killorglin
Co. Kerry
Email: jgriffin@skdp.net
Closing date February 15th 2019

HOTEL & CATERING

BREAKFAST COOK, ACCOMMODATION ASSISTANTS, WAITRESSES, RECEPTIONIST/ADVISOR

Employer:	Fuchsia House Guest House
Details:	The job will be seasonal from mid March until end of October We will pay €10 per hour Receptionist/Adviser - a person to check the guests in and give some general advise about the guest house and Killarney and the surrounds.
How to Apply:	Candidates can apply by contacting Pdraig on 089-2282066/064-6633743

RESERVATIONS MANAGER

Employer:	Brook Lodge Hotel / Eviston House Hotel Killarney
Requirements:	Previous Experience in a similar role essential Excellent Remuneration package for the right candidate
How to Apply:	Applications to: evistonhse@gmail.com

HEAD CHEF

Employer:	The Failte Hotel, Killarney
Requirements:	Experienced head chef, Full time position Fluent English
How to Apply	Please apply with CV to: failtehotel@gmail.com Or phone: 064-6633404

BREAKFAST COOK

Employer:	Killarney View Guest House
Requirements:	Reliable person required immediately Other work available if desired
How to Apply:	Please email: info@killarneyviewguesthouse.com

DRIVER, CLEANER

Location:	Caherciveen
Requirements:	We are looking for two people: 1 driver for Killarney to Caherciveen work 6 days a week from 6h to 11h every morning, and a kitchen cleaner 6 days 6h to 12h
How to Apply:	Please contact us on: 087-9638472

HOTEL & CATERING

LEISURE CLUB ATTENDANT

Employer:	Castlerosse Park Resort, Killarney
Requirements:	We are currently looking for a full-time Leisure Club Attendant to join our team Current Lifeguard qualifications essential and be able to teach group Swimming Lessons
How to Apply:	Please submit your application to: markbowe@castlerosse.ie

FOOD & BEVERAGE PERSONNEL

Employer:	Castlerosse Park Resort
Requirements:	A position is available in a Traditional Hotel Bar as well as in our restaurant A strong knowledge of food and beverage service is required
How to Apply:	Please submit your application to: markbowe@castlerosse.ie

RECEPTIONIST

Employer:	Castlerosse Park Resort, Killarney
Requirements:	The successful candidate must be customer focused, have good communication skills & an outgoing personality at the Castlerosse. We use Opera Reservation System, previous Front Office experience desirable but not essential. A good knowledge of Microsoft Word is preferred .
How to Apply	Please submit your application to: markbowe@castlerosse.ie

DUTY MANAGER

Employer:	Castlerosse Park Resort
Requirements:	This exciting role will require the Candidate to be highly motivated, have good communication skills and outgoing personality Ambition and the ability to work on own initiative is essential Front office experience desirable but not essential
How to Apply:	Please submit your application to: markbowe@castlerosse.ie

HOUSEKEEPERS, DINING ROOM & BAR PERSON, EXPERIENCED

Employer:	Foley's Restaurant & Townhouse
Details:	Part-time/Full-time positions available
How to Apply:	To apply for this position please email CV to: info@folystownhouse.com Phone: 064-6631217

HOTEL & CATERING

GUESTHOUSE ASSISTANT

Employer:	Castle Lodge Killarney
Requirements:	Part-time/Full-time Variable hours, Fluent English, Computer literate, House Keeping experience
How to Apply:	Apply directly to the Castle Lodge Reception with CV: Castle Lodge Guesthouse Muckross Rd, Killarney, Co. Kerry Phone: 064-6631545 or email: info@castlelodgkillarney.ie Or: www.castlelodgkillarney.ie

LEISURE CENTER ATTENDANTS

Employer:	Killarney Towers Hotel
Requirements:	Swimming Pool Lifeguard Certificate-RLSS or equivalent essential Full-time & Part-time positions available
How to Apply	Please contact us with your CV: hr@odrhoteles.com or phone: 064-6621069

DELI ASSISTANT (PART-TIME)

Employer:	Daly's SuperValu Killarney
Requirements:	Role will involve cooking and food preparation; Evening hours, cooking experience essential
How to Apply:	Please forward your cover letter and CV to: Therese Moriarty, HR Manager Daly's SuperValu, Park Rd, Killarney Email: dalyskillarney@killarneyautos.ie Phone: 064-6631400

RESTAURANT MANAGER/CO-ORDINATOR, WAITING STAFF

Employer:	Deenagh Lodge Tea Rooms, Killarney
Requirements:	Previous training and experience in hospitality sector, along with an ability to relate to persons with an intellectual disability desirable Immediate start needed
How to Apply	Apply with CV and cover letter to: adminsecretary@downsyndrome Kerry.ie By Friday 22nd February, full job spec is also available on request from this email

COMMI CHEF, WAITER/ESS, KITCHEN PORTER

Employer:	Giovannelli Restaurant Killorglin
Requirements:	5 evenings per week; some day-time hours possibly included
How to Apply:	Apply by email: antoINETTEgiovannelli@yahoo.ie or call 087-6233497

EDUCATION, CHILDCARE & TRAINING

CHILDCARE PRACTITIONER

Employer:	Nai Ionad Na Cille Ltd
Requirements:	<p>Duties may include working with children across all areas of service, Crèche, Junior and Senior Preschool and afterschool, A minimum QQI Level 5 Major Award in Early Childhood care and Education (or equivalent recognized qualification) or higher award recognized on the National Framework of Qualifications of Ireland. (NFQ) is essential</p> <p>2 years experience in childcare sector is preferred, 2 written references are essential both from the most previous employments and childcare related, candidates must be familiar with childcare regulations, First Aid, Tusla Always First, and High scope training or knowledge would be an advantage, Fluent English is required</p>
How to Apply:	<p>Applications must include Cover Letter, CV, Two written references, qualifications and police check if applicable, applicants must be prepared to complete a Garda Vetting</p> <p>Contact: Martina O' Connor (Manager) at naiionadnacille@eircom.net or by phone on 066-9766005</p>

RETAIL

SALES EXECUTIVE, WORKSHOP ADMINISTRATOR, TECHNICIANS

Employer ;	Donagh Hickey Motors
Location:	Shinnagh Cross, Rathmore, Co Kerry
How to Apply:	Apply with CV to: donagh@donaghickeymotors.com

BUILDING & CONSTRUCTION

SITE MANAGER

Employer:	Griffin Brothers Contracting
Requirements:	<p>Be responsible for complete day to day operations of the site;</p> <p>Be responsible for work on site and ensure programme targets are met;</p> <p>Ensuring work is carried out to the highest of standards;</p> <p>Have excellent knowledge of current construction health & safety;</p> <p>7 years experience of work at a management level;</p> <p>Strong oral and computer skills; Chairing weekly site meetings; Chairing daily white board sessions;</p> <p>Management of materials required on site;</p> <p>Manage all sub-contractors and trades;</p> <p>Complete weekly management reports to head office and project QS;</p> <p>Liaise with QS and Project Manager on cost management and progress reporting;</p>
How to Apply:	Please email your CV to: hr@griffinbrothers.ie

MEDICAL PROFESSIONALS & HEALTHCARE

REGISTERED NURSES

Employer:	University Hospital Kerry, Tralee
Details:	Critical Care & Theatres Panels will be formed from which existing and future vacancies may be filled
How to Apply:	Application forms available from: lisa.kerins@hse.ie Informal inquiries to: Ms. Joanne Evans A/Clinical Nurse Manager 3 Ms. Catherine Finn A/CNM2 Allocations UHK Phone: 066-7184164

STAFF NURSE

Employer:	Abbot Close Nursing Home
Location:	Askeaton, Co. Limerick
Details:	Working hours (Day or Night Shifts available) Excellent Rates of pay Loyalty Bonus Scheme Paid Breaks Subsidised Meals
How to Apply:	Interested Nurses should contact: Evie Hallissey HR Manager at hr@windmillgroup.ie Or call in with your CV to Abbot Close Nursing Home

SALES, MARKETING AND ADVERTISING

SALES EXECUTIVE

Employer:	CBE, Kerry
Requirements:	<p>Opportunity to sell CBE'S award winning products, New Business Development</p> <p>Account management of strong existing client base, Cold calling to generate new opportunities, experience in the retail or hospitality sectors preferable</p> <p>Sales experience (EPoS sales would be an advantage)</p> <p>Third level qualification in Technology or Business related studies</p> <p>Full clean driving licence</p> <p>Salary plus commission, company vehicle, full training provided</p>
How to Apply:	<p>Email your CV, in confidence, to Mr. John Henry</p> <p>Sales Director: carees@cbe.ie</p> <p>Closing date Friday 22nd of February</p>

ARTS, DESIGN & MEDIA

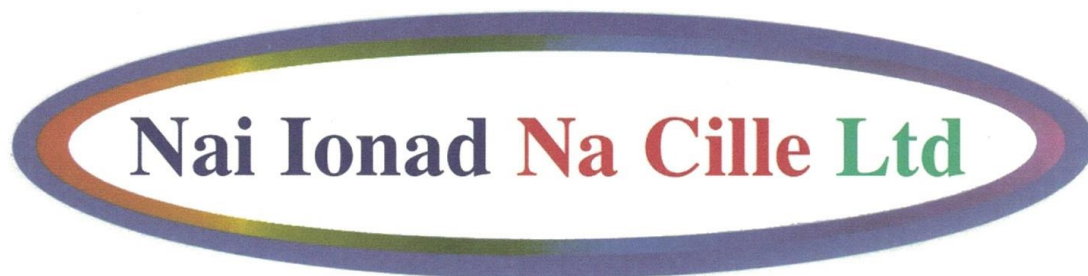
GRAPHIC DESIGNER

Employer:	Killarney Advertiser
Requirements:	<p>Ad design and page layout, all aspects of print design, Develop new products conjunction with the sales team, Excellent time-management skills, An eye for detail and quality design</p> <p>A positive attitude to deadlines, Ability to make quick decisions in fast-paced environment</p> <p>Wordpress site management s desirable, You must show proficiency in all elements of Adobe CC ad Ms Office</p> <p>Excellent package and working conditions for successful candidate</p>
How to Apply:	Apply with CV to: info@killarneyadvertiser.ie

PROFESSIONAL

BEACH LIFEGUARD

Requirements:	<p>Not less then 17 years of age on June 2019</p> <p>Current Irish Water Safety Beach Lifeguard Award or equivalent as recognised by the international Lifesaving FederatioOn (ILS)</p> <p>All candidates will be required to undergo a practical test in basic life support (BLS, swimming by ability, lifesaving techniques, and a theory test conducted on behalf of Kerry County Council by examiner(s) nominated by Irish Water Safety</p> <p>The Garda Vetting process will be carried out in respect of all successful applicants</p>
How to Apply:	<p>Applications forms and full particulars may be obtained on the Kerry County Council web-site www.kerrycoco.ie</p> <p>Irish Water Safety website www.iws.ie or on the local Government jobs web-site www.localgovernmentjobs.ie</p> <p>Closing date 5:00 pm Thursday 28 February 2019</p>



Castledrum, Castlemaine, Co. Kerry. Tel: 066 9766005 Fax: 066 9766005
Email: naiionadnacille@eircom.net Chy No. 17153

Childcare Practitioner wanted

Applications must include Cover letter, CV, Two written references, qualifications and police check if applicable.

Start date immediate subject to Garda/Police/reference checks

Job Type / Category

Duties may include working with children across all areas of the service, Crèche, Junior and Senior Preschool and Afterschool.

Required Education, Skills and Qualifications

A minimum QQI Level 5 Major Award in Early Childhood Care and Education (or equivalent recognised qualification) or higher award recognised on the National Framework of Qualifications of Ireland. (NFQ) is essential.

2 years experience in the childcare sector is preferred.

2 written references are essential both from the most previous employments and childcare related.

Candidates must be familiar with childcare regulations.

First Aid, Tusla Always Children First, and High scope training or knowledge would be an advantage.

Fluent English is required.

Applicants must be prepared to complete a Garda Vetting Application Form and police check if applicable.

Job Types: Part time

Contact:

Martina O'Connor (Manager) at naiionadnacille@eircom.net or by phone on 0669766005



PRIMAFINANCE

DEBT *Solutions*

Prima Finance is one of Ireland's fastest growing independent debt management / personal finance advisory firms, based in Killarney, Co. Kerry but dealing with clients nationwide. We are now seeking applications from ambitious and dynamic candidates to fill new vacancies in our Sales department in our Killarney office due to the ongoing expansion of our business.

Sales Advisor

The Role:

- Liaising and advising potential new clients on a range of financial services and products
- Advising clients financially in line with our Debt Management/Personal Finance procedures
- Driven and motivated to meet monthly sales Targets
- Monitor your client pipeline so that appropriate follow up and communication happens in a professional and timely manner to maximise customer service and sales.
- Ability to work on your own initiative and maintain a positive attitude
- Previous experience in a financial sales role offers a distinct advantage
- An extensive In-house training programme will be provided

Essential Criteria

- Strong communication and interpersonal skills,
- Previous experience in a financial sales role,
- Proficient computer skills & ability to multi-task,
- Third level/QFA/financial qualification offers a distinct advantage.

Pay & Benefits

Base pay plus bonus structure

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.

CE VACANCIES

Job Title	Location	No. Of Positions	Closing Date	Job Ref. No.
Youth Worker	Killorglin	1	-	2089935
Youth Worker	Dingle	1	-	2087940
Childcare Assistant	Ardfert	1	22.2.2019	2097277
Childcare Assistant	Ballyheigue	1	22.2.2019	2097279
Childcare Assistant	Cumann Iosaef	2	22.2.2019	2097280
Childcare Assistant	Killorglin FRC	1	22.2.2019	2097283
Childcare Assistant	Listowel FRC	2	22.2.2019	2097284
Childcare Assistant	Listry	1	22.2.2019	2097277
Childcare Assistant	Rathmore	1	22.2.2019	2097285
Childcare Assistant	Shanakill	2	22.2.2019	2097289
Childcare Assistant	St Brigid's	2	22.2.2019	2097293

COMMUNITY EMPLOYMENT SCHEME POSITIONS CONTINUED**CE VACANCIES**

Job Title	Location	No. Of Positions	Closing Date	Job Ref. No.
Grounds person	Fitzgerald Stadium	1		2099505

TÚS - COMMUNITY WORK PLACEMENT

- ⇒ 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

Cahersiveen:	Killarney:	Killorglin:	Kenmare:
Adrian Griffin TÚS Supervisor	Ger Moynihan Lisa Murphy	Paudie O'Shea TÚS Supervisor	Donal McCarthy TÚS Supervisor
SKDP CLG West Main St., Cahersiveen.	SKDP CLG 37A High St., Killarney.	SKDP CLG Library Place, Killorglin.	SKDP CLG 21 Henry St., Kenmare.
Tel: 066 9472724	Tel: 064 6636572	Tel: 087 4146379	Tel: 064 6641930

TÚS/RSS VACANCIES

CARETAKER (KILLARNEY)

Employer:	Listry Community Facility
Location:	Listry, Killarney
Requirements:	Times will be agreed with voluntary group involved 19.5 hrs per week
How to Apply:	Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165

RETAIL ASSISTANT (CAHERSIVEEN)

Employer:	Charity Shop
Location:	Cahersiveen
Requirements:	Times will be agreed with voluntary group involved 19.5 hrs per week
How to Apply:	Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165



TÚS/RSS VACANCIES

CARETAKER

Location:	Killarney
Requirements:	Caretaker required for Assisted Living residential accommodation Times will be agreed with the local community group 19.5 hours a week as per TUS contract
How to Apply:	Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165

TOUR GUIDE

Location:	Valentia Lighthouse
Requirements:	No experience required—training will be provided Times will be agreed with the local community group 19.5 hours a week as per TUS contract
How to Apply:	Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165

OUTDOOR CONSTRUCTION WORKER

Location:	Cahersiveen
Requirements:	Times will be agreed with the local community group 19.5 hours a week as per TUS contract
How to Apply:	Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165

OFFICE ADMINISTRATOR

Location:	Cahersiveen
Requirements:	Times will be agreed with the local community group 19.5 hours a week as per TUS contract
How to Apply:	Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165



SERVICES FROM THE SOUTH KERRY 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



COURSES

**Driver Theory Tuition:**

Let us help you prepare for the Driver Theory Test
We will have all the up-to-date books and CD's to assist you.

Tutor: Eileen O' Flaherty
Day: Wednesday
Time: 6.30pm – 8.30pm
Venue: The Lodge Killorglin

Digital Media:

This course provides the learner with the ability to use digital media devices for their personal and social lives.

Day: Thursday
Time: 4.30pm – 6.30pm
Venue: The Lodge Killorglin

Computers & Food & Nutrition:

Days: Tuesdays 10am – 1pm & Wednesdays 10am – 12.30pm
Venue: The Lodge in Killorglin

Beginner English Language Class – Wednesdays (Times TBC)

Beginner computers – Wednesday 1pm – 3pm

One to One Tuition in Reading, Writing, Spelling & Maths available.
This is a free and confidential service.

If you require any further information on the above or to register your interest, please contact Deirdre Fitzgerald ALO Kerry ETB The Lodge Killorglin on 086-0460506

Are you interested in becoming a Volunteer Literacy Tutor?

If you would like to find out more about becoming a literacy tutor or interested in completing an application form for our Volunteer Tutor training which is to commence in Tralee on February 23rd; please contact Deirdre Fitzgerald The Lodge Killorglin on 086-0460505 or 066-9790765 for further information.

Kerry Education & Training Board through our Literacy & Adult Basic Education service provides one to one tuition to men and women who have difficulty with reading, writing, spelling and maths. This service is FREE and confidential and is available in our centres around the county. It operates with the assistance of volunteers from all walks of life in Kerry.

Jobs Sheet Publishing Info



SOUTH KERRY DEVELOPMENT
PARTNERSHIP CLG.

South Kerry Development

Partnership CLG.,

37A High St.,

Killarney,

Co. Kerry

Tel: 064 6636572

Email: info@skdp.net

*The Jobs Sheet is published weekly by
South Kerry Local Employment Services
in Killarney.*

And is available from all SKDP offices

Or

From our Website

Or

Like us on Facebook to receive notification of publication

Or

Contact us on the email below to be added to our mailing list

www.southkerry.ie

jobsheet@southkerryiles.ie



**Do you wish to have a job included in the next
issue of the South Kerry LES Jobs Sheet?**

Send us the job details,

To include:

Job Title, Location, Requirements, How to Apply and Closing Date

****Any jobs received after 1p.m. on Thursdays are not guaranteed to be published****

Email: jobsheet@southkerryiles.ie



SOUTH KERRY DEVELOPMENT
PARTNERSHIP CLG.



**An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí**
Department of Employment Affairs
and Social Protection

