

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

LEGAL SECRETARY

Employer:	Deirdre Flynn Solicitors
Location:	Tralee
Requirements:	<p>Proficient in Word, Excel, Outlook and dictation with strong typing skills</p> <p>Legal experience is essential</p> <p>Case management experience in Expd8 a distinct advantage</p> <p>Ability to multi-task, work to strict deadlines and on own initiative</p> <p>Excellent organisational and communication skills with strong attention to detail.</p>
Closing date:	30th April 2019
How to Apply:	Please email your CV along with covering letter to info@deirdreflynn solicitors.ie

LEGAL SECRETARY

Employer:	Downing Courtney and Larking Solicitors
Location:	New Street, Killarney
Requirements:	Legal experience preferred but not essential
Closing date:	24th April, 2019
How to Apply:	Please email CV to info@downingslaw.com

ACCOUNTS, FINANCING, PURCHASING, SALES

SALES REPRESENTATIVE

Employer:	Klearsite Ireland
Requirements:	This person will need to be energetic, enthusiastic, self-motivated and have excellent selling and networking skills, also a high level of commitment to working independently within their own territory, Cork and surrounding Counties.
Income:	€40k + Executive Car + Fringe Benefits
How to Apply:	<p>Apply to Klearsite Ireland, Unit 4, Blyry Industrial Estate, Athlone, Co Westmeath</p> <p>Or email your CV: corksalsrecruitment@gmail.com</p>

CHIEF OPERATING OFFICER

Employer:	Cara Credit Union Ltd
Location:	Tralee, Castleisland, Killorglin
Requirements:	<p>COO will report to the COE and will have primary responsibility for the supervision of the member services, the HR function and the day-to-day administration of the Credit Union's offices, ensuring that it performs and operates to the highest standards in line with the overall objectives of the Strategic Plan.</p>
Closing date:	26th April 2019
How to Apply:	Applications incl. CV and cover letter must be emailed to: jobs@thehrsuiteonline.com

ACCOUNTS, FINANCING, PURCHASING, SALES

HEAD OF CREDIT

Employer:	Cara Credit Union Ltd
Location:	Tralee, Castleisland, Killorglin
Requirements:	The HOC will report directly to the COE and will be responsible for directing the continued growth and efficient operation of the Credit Unions lending function. In addition, the HOC will have the credit expertise to manage the credit underwriting function and to implement the necessary reforms to ensure an appropriate and best practice credit Risk management process is in place.
Closing date:	26th April 2019
How to Apply:	Applications incl. CV and cover letter must be emailed to: jobs@thehrsuiteonline.com

HOTEL & CATERING

WAITING STAFF & COMMIS CHEF

Employer:	Giovannelli Restaurant
Location:	Killorglin
Hours:	Flexible hours
How to Apply:	Please send your CV to: antoINETTEgiovannelli@yahoo.ie Tel. 087 6232497

BAR TENDER / WINE WAITER

Employer:	Traditional Hotel Bar at Castlerosse Park Hotel
Location:	Killarney
Job Summary:	A strong knowledge of food and beverage service is required
How to Apply:	Please submit your application to: markbowe@castlerosse.ie

BAR FOOD CHEF

Employer:	Castlerosse Park Hotel Resort
Location:	Killarney
Job Summary:	Evening work in a busy hotel bar.
Hours:	5 evenings per week from 6 pm to 10 pm; Part Time & Full Time
How to Apply:	Please submit your application to: markbowe@castlerosse.ie

HOTEL & CATERING

LEISURE CLUB ATTENDANT

Employer:	Castlerosse Park Hotel Resort
Location:	Killarney
Job Summary:	Current Lifeguard qualifications essential and be able to teach group swimming lessons
Hours:	Full Time
How to Apply:	Please submit your application to: markbowe@castlerosse.ie

DUTY MANAGER

Employer:	Castlerosse Park Hotel Resort
Location:	Killarney
Job Summary:	This exciting role will require the candidate to be highly motivated, have good communication skills and outgoing personality. Experience in food and beverage essential. 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

CHEF DE PARTIE

Employer:	The Ross Hotel
Location:	Killarney
Job Summary:	Relevant experience essential, minimum 3 years' experience
How to Apply:	Please apply with CV to The Ross or email: ciara.treacy@theross.ie Tel. 064 663 1855

RESTAURANT SUPERVISOR, BAR PERSONNEL, WAITRESS PERSONNEL

Employer:	Scotts Hotel
Location:	Killarney
Job Summary:	Experience and fluency in English essential Full time position, all year round
How to Apply:	Please apply with CV to: info@scottshotelkillarney.com or drop your CV to Scotts Hotel Killarney, Scotts Street, Killarney

RECEPTIONIST

Employer:	Castlerosse Park Hotel Resort
Location:	Killarney
Job Summary:	Customer focused, good communication skills and an outgoing personality. At the Castle- rosse we use Opera reservation system, previous Front Office experience desirable but not essential. A good knowledge of MS Word preferred.
How to Apply:	Please submit your application to: markbowe@castlerosse.ie

HOTEL & CATERING

SOUS CHEF

Employer: The Laurels Pub
Location: Killarney
Hours: Full Time
How to Apply: Please apply with CV and references to info@thelaurelspub.com

EXPERIENCED GUESTHOUSE PERSON

Employer: Killarney View Guesthouse
Location: Killarney
Job Summary: An experienced person required immediately to share in running large guesthouse
Requirements: Excellent standard of English / IT / Hospitality / Reception
Housekeeping skills a necessity
How to Apply: Please forward your CV to: info@killarneyviewguesthouse.com

CLEANER

Employer: Dan Linehans bar and B&B
Location: Killarney
Job Summary: We would like to find a diligent, cleaning fanatic to join our guest house team for 10 - 20 hours per week
How to Apply: Please forward CV to Siobhan: info@danlinehansbar.com

SENIOR STORES PERSON

Employer: O'Donoghue Ring Hotel
Location: Killarney
Job Summary: The ideal candidate will have experience working in a stores department and should be familiar with all aspects of inventory/stock control.
Weekend work is part of the role.
How to Apply: Please forward CV and references to hr@odrhoteles.com

FULL-TIME RECEPTIONIST

Employer: O'Donoghue Ring Hotel
Location: Killarney
Requirements: Experience essential
How to Apply: Please forward CV and references to hr@odrhoteles.com

MEDICAL PROFESSIONALS & HEALTHCARE

STAFF NURSES

Employer: Health Service Executive

Location: West Kerry Community Hospital, Dingle, Co Kerry

How to apply: Please contact Deirdre Quaid, Director of Nursing, West Kerry Community Hospital
Tel. 066 915 1455, Email deirdre.quaid@hse.ie

Info: Interviews will be held shortly after closing date

Closing Date: Wednesday 1st May 2019

RETAIL & SALES

SHOP MANAGER

Employer: Saint Vincent de Paul

Location: Church Street, Castleisland, Co. Kerry

Job Summary: We are looking for people who enjoy managing a diverse team and have retail experience.

Hours: 20 hours per week.

How to Apply: Please go to www.svp.ie/Jobs for details how to apply, including full job description and application form. Apply online directly or post your completed application form to Human Resources, SVP House, 91-92 Sean McDermott Street, Dublin 1.
Please note that CV will not be accepted.

Closing Date: 4 pm, Wednesday, 1st of May 2019

STOCK REPLENISHER / STORE PERSON

Employer: Hegarty's Spar

Location: Park Road Killarney

How to Apply: Please forward your CV to Valerie Hegarty, Spar, Park Road, Killarney

GENERAL OPERATIVES, WAREHOUSE

GENERAL OPERATIVE

Employer:	Tricel
Location:	Ballyspillane Industrial Estate, Killarney
Job Summary:	A General Operative is responsible for ensuring that production is carried out efficiently in adherence to quality standards and the manufacturing schedule. Manufacturing in Tricel is on a shift basis therefore flexibility is required.
Requirements:	Experience in a manufacturing environment is a distinct advantage Experience working in a physically demanding environment Experience in meeting and exceeding production targets Punctuality and overall good time management is a key requirement Effective teamwork and communication skills is essential
Duties:	Flexibility to work within any of the manufacturing areas in the factory Meet defined production targets Follow instruction from the area supervisor and team leader Follow safety rules, including wearing protective equipment and report any accidents, incidents or near misses that may occur in the workplace Adhere to instructions incorporating quality, safety and Good Manufacturing Practice Interact with the company's Enterprise Resource Planning (ERP) system as required Adhere to lean and 6S standards in the workplace Complete all training as identified by the company Ad hoc duties that may arise
Closing date:	28th April 2019
How to Apply:	Interested candidates should email an up to date CV and cover letter to hr@ie.tricel.eu .

2ND YEAR APPRENTICE MECHANIC

Employer:	Bowlers Garage Ltd.
Location:	Killarney
Requirements:	Full clean driving licence.
How to Apply:	Please contact by email to: accounts@bowlers.ie

WELDER & FABRICATOR, GENERAL LABOURER

Employer:	JOS Metal Fabrication
Location:	Currow, Killarney
Duties:	Sandblasting & Spray painting.
How to Apply:	Please send your CV to: info@josmetalfabrication.com , Tel: 066 9764543

GENERAL OPERATIVES, WAREHOUSE

SHEET METAL WORKER

Location:	Killarney
Requirements:	Strong work ethic, previous experience of production or working in sheet metal an advantage. Good communication skills. Be able to work in a team but also have initiative to work independently. Possible opportunity to move into apprenticeship.
How to Apply:	Please contact Sean on 087 6298613

DUCT FITTER

Location:	Killarney
Requirements:	Candidates to have experience working on installations of HVAC equipment & duct-work. Safe Pass, Manual Handling. Strong technical skills & good communication skill. Be able to work in a team but also have initiative to work independent.
Duties:	Installation of sheet metal & duct systems, HVAC related equipment
How to Apply:	Please contact Sean on 087 6298613

OTHER VACANCIES

MANAGER/COORDINATOR

Employer:	Valentia Island Community Centre/Gym
Location:	Valentia Island, Co. Kerry
How to Apply:	Please send your CV to Conn O'Shea, Corabeg, Valentia Island, Co. Kerry

OPERATIONS AND RECRUITMENT MANAGER

Employer:	Teameroo
Location:	Kerry
Job Summary:	Strong people and system skills Collaborate phone manner Flexible job working from home Salary + bonus + profit share Reporting to the CEO
How to Apply:	Please apply with confidence to: info@teameroo.com

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 SCHEME VACANCIES

Job Title	Location	No. Of Positions	Closing Date	Job Ref. No.
Receptionist	Killorglin Sports Complex	1	20/05/2019	2108327
Grounds Person	Fossa GAA Club, Killarney	1	—	2105067
Driver/General Assistant	Cahersiveen, Co. Kerry	1	—	2109355
Maintenance Person	Valentia Community Hospital, Valentia, Co. Kerry	1	—	2108941
Bookkeeper	An Riocht, Castleisland	1	—	2108517
Shop Assistant	Charity Shop, Valentia, Cahersiveen	1	—	2106724
Grounds Person	Killarney Celtic AFC	1	—	2105846
Laundrette / General Operative	Cahersiveen, Carhan Lower, County Kerry	2	—	2108219
Evening Sports Attendant	Killorglin, Dromavally, County Kerry	2	—	2108132
Cleaner	Glencar, County Kerry	1	—	2108140
Maintenance Person	Firies, Killahane, County Kerry	1	—	2105648

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 TÚS Supervisors	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

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

Tel: 064 663 7833



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

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in Killarney.*

And is available from all SKDP offices

Or

From our Website

Or

Like us on Facebook to receive notification of publication

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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



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