

# 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 EXPERTS, SOLICITORS/BARRISTERS

Employer:	Legal Aid Board
Location:	Cahirciveen
Requirements :	<p>At least 2 years post qualification experience as a Solicitor or Barrister, ideally ( though not essentially ) in the areas of personal injury / medical negligence / debt resolution and other tort areas ;</p> <p>The capacity to analyse relevant legal submissions and make or recommend ( as appropriate ) well reasoned and soundly based decisions;</p> <p>The capacity to manage a busy functional section, managing the performance and development of staff , A law Society Practising Certificate is not anticipated to be a requirement for this position,</p>
How to Apply:	<p>For further information, including an application form, is available on the Boards website <a href="http://www.legalaidboard.ie">www.legalaidboard.ie</a> Candidates who are currently fully qualified should forward their completed application form by post or email to :</p> <p>Human Resources Section  Legal Aid Board  Quay Street  Cahirciveen  Co, Kerry  Phone : 066/9471000  Email : <a href="mailto:recruitment@legalaidboard.ie">recruitment@legalaidboard.ie</a>  The starting salary point application will be Euro 35,794.00 p.a  Closing date for receipt of applications is 4pm, Thursday 9th may 2019</p>

## ACCOUNTS, FINANCING, PURCHASING, SALES

### HR ADMINISTRATOR FOR RETAILER IN KERRY

Job Summary:	Administration of HR systems. Update and manage HR policies and procedures. Support people managers across a number of sites. Assist with staff recruitment and induction. Prepare and update contracts of employment. Oversee staff training and team building. Ensure compliance with industry. Oversee disciplinary procedures as required.
Hours:	Part time position
How to Apply:	Please send your CV with Cover Letter to: <a href="mailto:jobsaroundmunster@gmail.com">jobsaroundmunster@gmail.com</a>

**ACCOUNTS, FINANCING, PURCHASING, MARKETING****ACCOUNTANT**

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Employer:	Moriarty & Murphy Accountants
Location:	Kerry
Requirements:	<p>Excellent computer skills particularly with an accounts package, payroll package and Microsoft Excel, Word and PowerPoint</p> <p>Full Clean Driving Licence</p> <p>Garda Vetting approval</p> <p>Ability to work to deadlines</p> <p>Self-motivated with good initiative</p> <p>Excellent people and communication skills</p> <p>Ability to work in a team environment Stock Control</p> <p>Debtors / Creditors Control</p> <p>Management Accounts</p> <p>Budgets</p> <p>Revenue Returns</p> <p>Qualification Required: Member of a Professional Accountancy Body.</p> <p>This position would be ideal for a recently qualified person looking to further their career within a busy environment. Further advancement opportunities available.</p>
Hours:	This is a full-time permanent position
Closing date:	10th May, 2019
How to Apply:	Applications incl. CV to: <a href="mailto:info@moriartymurphy.ie">info@moriartymurphy.ie</a> , Subject Ref: AAA19

**MARKETING MANAGER FOR MATERNITY COVER (8 MONTHS)**

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Employer:	Elite Event Management
Requirements :	An experienced marketing manager is required to oversee all strategic marketing, digital, social and PR activities across a series of mass participation sporting events for a fixed term
How to Apply:	For a full job description and more information visit <a href="http://eliteevents.ie/we-are-hiring/">http://eliteevents.ie/we-are-hiring/</a>

## HOTEL & CATERING

### THE KILLARNEY PARK HOTEL

Vacancies:	<b>ACCOMMODATION ASSISTANT - Full &amp; part time.</b> Previous experience preferable. Attention to detail and high standards. <b>FOOD &amp; BEVERAGE SUPERVISOR</b> 2 years minimum experience in a similar role. High standards & excellent customer skills. Ability to work on own initiative. Problem solving skills and ability to lead a team. Good work attitude & enthusiasm for the position. <b>BAR/FOOD &amp; BEVERAGE PERSONNEL - Full &amp; part time.</b> Excellent customer skills. <b>CHEF DE PARTIE</b> Qualified Chef with 2 years' previous hotel experience in similar role. Team player and driven by high standards. Creativity and passion for food.
How to Apply:	Applications in writing to: the Personnel Manager, The Killarney Park Hotel, Town Centre, Killarney, Co. Kerry or stop by the hotel to fill out an application form.

### BAR MAID

Requirements :	Experienced, Knowledge of food essential
Location:	North Kerry
How to Apply:	Phone : 066/7131156

### HOUSEKEEPING STAFF & WAITING STAFF

Employer:	Killarney Court Hotel
Requirements:	Fluent English essential
How to Apply:	Please apply with CV or email to: Stephen Dermody GM, gm@killarneycourthotel.com Tel: 064 6637070

## HOTEL & CATERING

### NIGHT PORTER

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Employer: The Skellig Star Hotel  
Location: Cahersiveen  
Hours: Part time (3-4 nights a week)  
How to Apply: Please send your CV to: [manager@skelligstarhotel.com](mailto:manager@skelligstarhotel.com)

### SWIM INSTRUCTOR

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Employer: The Skellig Star Hotel  
Location: Cahersiveen  
Requirements: Must have a Level 1 or Level 2 Swim Ireland or IWS Swim Teacher qualifications.  
Hours: Full & Part time positions available. Flexible working hours.  
How to Apply: Please send your CV to: [manager@skelligstarhotel.com](mailto:manager@skelligstarhotel.com)

### CHEFS OF ALL GRADES

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Employer: The Skellig Star Hotel  
Location: Cahersiveen  
Hours: Full & part time positions available.  
How to Apply: Please send your CV to: [manager@skelligstarhotel.com](mailto:manager@skelligstarhotel.com)

### FOOD & BEVERAGE ASSISTANT

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Employer: The Skellig Star Hotel  
Location: Cahersiveen  
Requirements: Previous experience in Food & Beverage essential. Must be 18 years of age.  
Hours: Full & part time positions available.  
How to Apply: Please send your CV to: [manager@skelligstarhotel.com](mailto:manager@skelligstarhotel.com)

### BAR STAFF

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Employer: The Speakeasy Bar  
Location: High Street, Killarney  
Requirements: Must have a fluent English.  
Excellent work ethic.  
Standard hours of work.  
Enjoy working as a part of a team.  
How to Apply: Please contact Paul or Mary for further details in the Jobs Club on 064 6637833

## HOTEL & CATERING

### CHEF DE PARTIE, COMMIS CHEF, WAITING STAFF/BAR STAFF

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**Employer:** Kate Kearney's Cottage  
**Location:** Gap of Dunloe, Beaufort, Co. Kerry  
**Salary/Benefits:** Top rates of pay, free staff parking, free staff meals.  
**How to Apply:** Please send your applications outlining which position you are applying for with CV to: [katekearneycastle@gmail.com](mailto:katekearneycastle@gmail.com)

### RESTAURANT SUPERVISOR, BAR PERSONNEL, WAITING PERSONNEL, KITCHEN PORTER, CHEF DE PARTIE

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**Employer:** Scotts Hotel Killarney  
**Requirements:** Experience and fluent English essential.  
**Hours:** Full time positions. All year around.  
**How to Apply:** Please send your CV to: [info@scottshotelkillarney.com](mailto:info@scottshotelkillarney.com) or drop it to hotel Scotts Hotel Killarney, Scotts Street, Killarney.

### RESTAURANT STAFF, CHEFS & KITCHEN PORTERS

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**Employer:** Robertinos Restaurant  
**Location:** Killarney  
**How to Apply:** Please email your CV to: [robertinos.themed@gmail.com](mailto:robertinos.themed@gmail.com). Tel: 087 7829443

### EXPERIENCED WAITER/WAITRESS

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**Employer:** Salvador's Restaurant  
**Location:** 9 High Street, Killarney  
**Hours:** Full & part time position available  
**How to Apply:** Please apply in restaurant or by email to: [salvadors.killarney@gmail.com](mailto:salvadors.killarney@gmail.com)  
Tel: 064 6632816

## HOTEL & CATERING

### ASSISTANT HOTEL MANAGER, SPA THERAPIST, EXPERIENCED BAR STAFF, RESERVATION AGENT

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**Employer:** The Europe Hotel & Resort,  
**Location:** Killarney  
**How to Apply:** Should you wish to apply please register your CV & Cover Letter online at: [careers.killarneyhotels.ie](http://careers.killarneyhotels.ie) or contact us directly via email: [jobs@killarneyhotels.ie](mailto:jobs@killarneyhotels.ie)

### SENIOR CHEF DE PARTIE, EXPERIENCED BAR STAFF

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**Employer:** The Dunloe Hotel & Gardens  
**Location:** Killarney  
**How to Apply:** Should you wish to apply please register your CV & Cover Letter online at: [careers.killarneyhotels.ie](http://careers.killarneyhotels.ie) or contact us directly via email: [jobs@killarneyhotels.ie](mailto:jobs@killarneyhotels.ie)

### KITCHEN PORTER

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**Employer:** Ard na Sidhe Country House  
**Location:** Killarney  
**How to Apply:** Should you wish to apply please register your CV & Cover Letter online at: [careers.killarneyhotels.ie](http://careers.killarneyhotels.ie) or contact us directly via email: [jobs@killarneyhotels.ie](mailto:jobs@killarneyhotels.ie)

### F & B ASSISTANTS, CHEF DE PARTIE, ACCOMMODATION ASSISTANTS

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**Employer:** Aghadoe Hotel And Spa  
**Location:** Killarney  
**Salary/Benefits:** Uniform, meals on duty, Car Parking, Employee Recognition, Training & Development  
**How to Apply:** Please send your CV to: [bbrennan@aghadoeheights.com](mailto:bbrennan@aghadoeheights.com)

### PERSON TO SHARE IN RUNNING LARGE GUESTHOUSE

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**Employer:** Excellent standard of English/Hospitality/Reception & Housekeeping skills a necessity.  
**Location:** Killarney  
**How to Apply:** Please email to: [info@killarneyviewguesthouse.com](mailto:info@killarneyviewguesthouse.com)

### SOUS CHEF & COMMIS CHEF

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**Employer:** The Laurels Pub  
**Location:** Killarney  
**How to Apply:** Please apply with CV and references to: [info@thelaurelspub.com](mailto:info@thelaurelspub.com)

## HOTEL & CATERING

### FOOD & BEVERAGE PERSONNEL/BARTENDER/RECEPTIONIST/ LEISURE CLUB ATTENDANT / DUTY MANAGER

Employer: Castlerosse Park Hotel Resort  
Location: Killarney  
How to Apply: Please submit your application to : [markbowe@castlerosse.ie](mailto:markbowe@castlerosse.ie)

### EXPERIENCED CAFÉ STAFF & SUMMER RETAIL STAFF

Employer: Avoca, Molls Gap  
How to Apply: Please forward your CV to: [recruitment-avoca@aramark.eu](mailto:recruitment-avoca@aramark.eu)

### BUS DRIVER WANTED

Employer: Gap of Dunloe Tours  
Requirements: Class E Licence/24 seater bus  
Hours: 20 hours per week, May - October. Immediate start.  
How to Apply: Please call 087 2672821 / 064 6630200

### DEPUTY GENERAL MANAGER

Employer: Dromhall Hotel  
Location: Killarney  
Job Summary: The candidate will be working with the General Manager and be responsible for leading, overseeing & enhancing the operation and product in this busy Killarney property. This is an excellent opportunity for a manager to grow and expand their career in a hospitality group.  
Requirements:

- To have a least 4-5 years Food and Beverage or Operations Management experience
- The candidate Is required to be competent in hands on service skills.
- The candidate must possess strong leadership capabilities to effectively manage.
- The candidate must be able to deliver results on targets agreed upon.
- To set budgets and controls to ensure maximum profitability.
- Knowledge of micros systems is advantageous.
- Good ability to work efficiently under pressure and deal with busy times competently.
- To grow sales through innovation, initiatives and staff motivation.
- Be highly Guest Focused - natural instinct for 'hospitality' and lively, friendly and welcoming personality is essential.

  
How to Apply: All applications to Bernadette Randles, Muckcross Road, Killarney  
[bernadette@rondleshotels.com](mailto:bernadette@rondleshotels.com)  
Telephone: 064 6639300



## MEDICAL PROFESSIONALS & HEALTHCARE

### DENTAL NURSE

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Location :	Tralee
Requirements :	<p>We are looking for friendly dental nurse with good communication skills to join our busy dental practice</p> <p>Opportunity to develop their skills in a wide range of specialities and technology including General Dentistry, Dental Implants and Cosmetic Dentistry</p> <p>Previous dental nurse experience is preferable for this position</p>
How to Apply:	<p>Full time and part time applicants will be considered, If you are interested in joining our team, please email your CV to us at :</p> <p>pmorandental@gmail.com</p>

## RETAIL & SALES

### SALES PERSON

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Employer:	Bathrooms4U
Location:	John Joe Sheehy Road, Tralee
Job Description:	We are looking for sales Person who will guide customers towards best solution & deliver an outstanding customer experience. Full product training will be given.
Requirements:	Experience in dealing with people with mobility issues and retail experience would be a distinct advantage.
How to Apply:	Please apply with CV to: helen@B4U.ie

### STOCK REPLENISHER & STORE PERSON

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Employer:	Hegarty's Spar
Location:	Park Road, Killarney
How to Apply:	Please forward your CV to Valerie Hegarty, Spar, Park Road. Tel: 064 6631814

### CHECKOUT, DELI & BUTCHERY SALES ASSISTANCE

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Employer:	Daly's SuperValu
Location:	Killarney
Job Summary:	<p>The successful applicants must be available to work flexible hours 3-5 days per week, including weekends &amp; bank holidays. Previous experience preferred but not essential. All candidates must have fluent English and be available for immediate start.</p>
How to Apply:	<p>Please send your CV &amp; Cover Letter to: Therese Moriarty, HR Manager, Daly's SuperValu, Park Road, Killarney.</p> <p>Email: dalyskillarney@killarneyautos.ie</p>
Closing Date:	Friday, 10th of May 2019

## GENERAL OPERATIVES, WAREHOUSE

### DRIVER (FULL TIME) & PRODUCTION OPERATIVES(FULL & PART TIME)

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Employer: Fenit Fruit & Veg

Requirements: Previous experience desired but not essential as full training will be given.

How to Apply: Please apply by email to: [accounts@fenitveg.ie](mailto:accounts@fenitveg.ie)

Closing Date: 15th of May 2019

## OTHER VACANCIES

### BEAUTY THERAPY INSTRUCTOR POST - PERMANENT

### HAIRDRESSING INSTRUCTOR POST - PERMANENT

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Employer: Kerry Education and Training Board

How to Apply: Application form, Job Description and Personal Specification can be downloaded from our website [www.kerryetb.ie/opportunities](http://www.kerryetb.ie/opportunities). Completed application form to be returned by email only to: [jobs@kerryetb.ie](mailto:jobs@kerryetb.ie). No CV, only official application form will be accepted.

Closing Date: No later than 12.00 noon Thursday, 16th of May 2019

### HEAD COACH

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Jobs Summary: Scott's Lakers S.P.K. is seeking expression of interest in the position of Head Coach to its Men's Division 1 Team for the 2019/2020 season.

How to Apply: Please apply to: [scottslakers@gmail.com](mailto:scottslakers@gmail.com)

Closing Date: Tuesday, 7th of May 2019

## 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.
<b>Receptionist</b>	Killorglin Sports Complex	1	20/05/2019	2108327
<b>Sports Co-ordinator Assistant</b>	Killorglin Sports Complex	1	—	2110333
<b>Bookkeeper</b>	Castleisland, Co. Kerry	1	—	2108517
<b>Maintenance Person</b>	Valentia Community Hospital, Valentia, Co. Kerry	1	—	2108941
<b>Cleaner</b>	Glencar, County Kerry	1	—	2108140
<b>Shop Assistant</b>	Charity Shop, Valentia, Cahersiveen	1	—	2106724
<b>Evening Sports Attendant</b>	Killorglin, Dromavally, County Kerry	2	—	2108132
<b>Laundrette / General Operative</b>	Cahersiveen, Carhan Lower, County Kerry	2	—	2108219
<b>Childcare Assistant</b>	Shanakill	2	04/06/2019	2109951
<b>Childcare Assistant</b>	St Brigid's	2	04/06/2019	2109954
<b>Childcare Assistant</b>	Waterville	1	04/06/2019	2109955

## 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.
Childcare Assistant	Ardfert	1	04/06/2019	2109932
Childcare Assistant	Ballyheigue	1	04/06/2019	2109934
Childcare Assistant	Camp	1	04/06/2019	2109935
Childcare Assistant	Castledrum	1	04/06/2019	2109937
Childcare Assistant	Castleisland	1	04/06/2019	2109938
Childcare Assistant	Cumann Iosaef	3	04/06/2019	2109939
Childcare Assistant	Killorglin Family Centre	1	04/06/2019	2109941
Childcare Assistant	Killorglin Scamps	1	04/06/2019	2109943
Childcare Assistant	Listowel	1	04/06/2019	2109945
Childcare Assistant	Listry	1	04/06/2019	2109946
Childcare Assistant	Rathmore	1	04/06/2019	2109948
Childcare Assistant	Scartaglen	1	04/06/2019	2109949

## 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

<b>Cahersiveen:</b>	<b>Killarney:</b>	<b>Killorglin:</b>	<b>Kenmare:</b>
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](mailto:info@skdp.net)

*The Jobs Sheet is published weekly by  
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*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](http://www.southkerry.ie)

[jobsheet@southkerryles.ie](mailto:jobsheet@southkerryles.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@southkerryles.ie](mailto:jobsheet@southkerryles.ie)



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.



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

