

# 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 (CVs)
- ⇒ 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

### CLERICAL OFFICER

Employer:	The Education Centre
Location:	Dromtacker Tralee
Requirements:	Experience of working in an office environment is highly desirable, High proficiency in I.C.T skills are essential especially in the use of Microsoft Excel, Word, G-Suite for Education, Candidate will be required to undertake an I.C.T. skills test
Hours:	9am-5pm Monday to Friday
How to Apply:	The Chairperson of the Management Committee, The Education Centre, Dromtacker, Tralee, Co. Kerry. Please mark envelope 'CLERICAL OFFICER APPLICATION' please enclose LETTER OF APPLICATION with a copy of CV and TWO WRITTEN REFERNCES
Closing Date:	Friday 19th of June 2019

## ACCOUNTS, FINANCING, PURCHASING, MARKETING

### MARKETING EXECUTIVES

Employer:	Career Decisions Ireland
Location:	Newcastle West Limerick
Requirements:	Minimum of 5 years relevant marketing experience, Third level qualification in Business/ Marketing/ HR/ Education or other relevant area, Experience in education, Coaching, Training or development would be an advantage
How to apply:	Email CV to <a href="mailto:adonohue@careerdecisions.ie">adonohue@careerdecisions.ie</a>
Closing date:	By 5pm on Tuesday the 2nd of July 2019

### MEDICAL SALES ACCOUNT MANAGER

Employer:	Promed A Partnership In Practice
Requirements:	You have previous experience in sales selling to a professional buyer and/or medical Experience, You have a proven track record in building a sales area, You have excellent Communication skills both written and verbal, Flexibility and adaptability, You have the Ability to work on your own initiative whilst being part of a team, self motivated with a Desire to succeed.
How to Apply:	Please apply in writing to <a href="mailto:hr@promed.ie">hr@promed.ie</a> including a cover letter explaining why you are The right person for the role and how you would undertake this role.
Closing Date:	For applicants is 28th of June 2019

## HOTEL & CATERING

### SWIM INSTRUCTOR

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Employer: The Skellig Star Hotel & leisure Centre  
Location: Caherciveen, Co. Kerry  
Requirements: Must have a Level 1 or Level 2 Swim Ireland or IWS Swim Teacher qualification  
Hours: Part time & full time position available  
How to Apply: Please send your CV to: [manager@skelligstarhotel.com](mailto:manager@skelligstarhotel.com)

### NIGHT PORTER

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Employer: The Skellig Star Hotel & leisure Centre  
Location: Caherciveen, Co. Kerry  
Hours: Part time position. 3-4 nights per week.  
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 & leisure Centre  
Location: Caherciveen, Co. Kerry  
Requirements: Previous experience in F&B preferable, must be 18 years of age or over.  
Hours: Full & part time positions available.  
How to Apply: Please send your CV to: [manager@skelligstarhotel.com](mailto:manager@skelligstarhotel.com)

## HOTEL & CATERING

### INDIAN CURRY CHEF

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Employer: SAREENA Restaurant

Location: Dingle, Co. Kerry

Duties: Duties include preparation, cooking & presentation of wide range of specialised Indian curry dishes. Ensure compliance with HACCP regulation.

Requirements: Minimum of 5 years experience.

Hours: Full time, permanent position.

How to Apply: Please email you CV to: faryalomhhsin@gmail.com

### ACCOMMODATION ASSISTANT (PARTTIME)

#### DUTY MANAGER

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Employer: Castlerosse Park Resort

Location: Killarney

How to Apply: Please submit your CV to: markbowe@castlesrosse.ie

### WAITRESSING, WASH UP & ACCOMMODATION ASSISTANTS

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Employer: Ashville House

Location: Rock Road, Killarney

Requirements: Experience desirable

How to Apply: Please apply by email to: info@ashvillekillarney.com or post it to above address.

Closing Date: 21st of June 2019

## MEDICAL, PROFESSIONALS & HEALTHCARE

### MEDICAL RECEPTIONIST (PART TIME)

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How to Apply: Please send your CV to: info@killarneygp.ie

### NURSE

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Employer: Deenagh Medical Practice

Location: Killarney

Requirements: General practice experience preferred but not essential.

Hours: Part time. 2 days per week

How to Apply: Please email your CV to: nscmanager@eircom.ie or post to:  
The Practice Manager, Deenagh Medical Practice, The Reeks, Killarney, Co. Kerry

## MEDICAL, PROFESSIONALS & HEALTHCARE

### TRAINEE DENTAL NURSE

Location:	Tralee
Requirements:	To cover reception & clinical duties.
How to Apply:	Please apply with CV to <a href="mailto:traleedentalnurse@gmail.com">traleedentalnurse@gmail.com</a>

## RETAIL & SALES

### SALES EXECUTIVE

Employer:	CBE
Requirements	Someone who is highly motivated, who can work as a part of a team and who is willing to learn in fast paced industry. The ideal applicant would be professional, friendly and have an excellent customer care approach.
How to apply	Email your CV, In confidence, to Mr John Henry, Sales Director - <a href="mailto:careers@cbe.ie">careers@cbe.ie</a>
Closing date	Thursday 13th of June 2019

### SALES ASSISTANT

Location:	East Kerry
Requirements:	Experience is desirable but not essential. Candidate that likes to deal with a variety tasks. Be computer literate. Must be honest with comfortable ability to deal with customers.
Hours:	Weekdays, evenings & weekends work.
How to Apply:	Please apply to: PO box No 150818, Killarney Outlook, 30 High Street, Killarney, Co. Kerry

### COUNTER / STORES ASSISTANT

Employer:	Fred Cronin Supplies LTD
Location:	Unit 4 Westside, Monavalley Retail Park, Tralee
How to Apply:	Apply via email only - no phone calls CV to <a href="mailto:fredcronin@eircom.net">fredcronin@eircom.net</a>

### SALES OFFICE ASSISTANT

Employer:	The Palladio
Duties:	To work in a busy manufacturing office, Teamwork essential, Dealing with order entry, customer queries, Previous experience an advantage
Location:	Glin, Co. Limerick
How to Apply:	Apply with CV by email only to: <a href="mailto:personnel@profiledevelopments.com">personnel@profiledevelopments.com</a>

## DRIVERS, GENERAL OPERATIVES, WAREHOUSE

### DRIVER & BUS VALET/CLEANER (WITH DRIVING EXPERIENCE)

Employer: Kerry Coaches  
 How to Apply: Application to: info@kerrycoaches.com

### FORKLIFT OPERATIVE

Employer: Duggan Steel  
 How To Apply: Interested candidates should apply to the HR Department with a CV by post or e-mail  
 The Square, Millstreet, Co. Cork. P51 XT59 Tel: 00353 29 70072  
 Email: duggansteel@duggansteel.ie Web: www.duggansteel.ie

### FABRICATOR/WELDER

Employer: Duggan Steel  
 How To Apply: Interested candidate should apply the HR Department with CV by post or e-mail.  
 The Square, Millstreet, Co. Cork. P51 XT59 Tel: 00353 29 70072  
 Email: duggansteel@duggansteel.ie  
 Web: www.duggansteel.ie

### DISPATCH/SHIPPING COORDINATOR

Job's Summary: Dispatching orders from three locations, taking orders & responding to general enquires from customers.  
 Coordination of all deliveries and shipping. Ability to understand the geography of the area under your supervision to ensure that all areas are covered in timely manner.

Requirements: The ideal candidate will:  
 Have experience working in busy shipping/dispatch working environment.  
 Have a good customer relationship skills.  
 Have exceptional administrative & communication skills.

Salary/Benefits: Salary will be based on experience.

How to Apply: Please apply to: PO box No 505020, Killarney Outlook, 30 High Street, Killarney, Co. Kerry

### STORES/WAREHOUSE OPERATIVE

Employer: The Palladio  
 Duties: Work in a busy manufacturing environment loading and unloading of deliveries in and out of store/warehouse delivery of goods to production line. Experience with front and side load forklifts essential  
 Hours: 39 hours week  
 How to apply: Apply with CV to: personnel@profiledevelopments.com

## OTHER VACANCIES

### DUCT FITTER

- Requirements:** HVAC related equipment Candidates to have experience working on installations of HVAC equipment & ductwork  
 Safe Pass, Manual Handling, abrasive wheel training and experience of working on site.  
 Strong technical & good communication skills  
 Be able to read drawings  
 Be able to work in a team but also have initiative to work independently
- How to Apply:** Contact Sean on 087-6298613

### PRODUCTION SUPERVISOR

- Employer:** ThermoHouseLTD
- Requirements:** 3 or more years experience as a production supervisor. Strong written and verbal skills to communicate in English with all levels of the organization. University degree or diploma in related field is an advantage, Production/manufacturing office products is an advantage, First Aid skills and/or certificates are considered assets, Full and clean driving licence required
- Duties:** Direct the manufacturing workforce to achieve production goals Enforce Health & Safety regulations, Ensure the working environment is kept in a neat & tidy condition at all times, Take part in preventative maintenance work and machine repair activities where required, Maintain all the quality management system (QMS) internally and quality records are kept up to date, Monitors production schedule and take action to meet schedule deadlines, Increase worker efficiency and production rates, Work with other supervisors to coordinate operations and activities within and between departments, Ensure all employees are correctly trained, Responsible for production and logistics. Liaise with factories shipping agents for all inbound and outbound orders where required, Other duties as required
- How to Apply:** Please send a copy of your CV to [info@thermohouse.ie](mailto:info@thermohouse.ie) or post your details to Office Administrator, Thermohouse LTD, Coolcaslagh, Killarney, Co. Kerry V93 XK82

### PRODUCTION OPERATIVE

- Employer:** ThermohouseLTD
- Requirements:** A good command of the English language both written and oral, Previous experience in manufacturing is highly desirable, Good organisational skills, Strong work ethic, Team-work and positive interpersonal skills, Flexibility to work both day and evening shifts and to be available to work overtime if required
- Duties:** Responsible for maintaining the quality of parts produced, Responsible for maintaining the production standards set, Responsible for adhering to all the safety procedures in place, Responsible for maintaining a neat & tidy workplace
- How to apply:** Please send a copy of your CV to [info@thermohouse.ie](mailto:info@thermohouse.ie) or post your details to Office Administrator, Thermohouse LTD, Coolcaslagh, Killarney, Co. Kerry V93 XK82

## OTHER VACANCIES

### BUSINESS DEVELOPMENT WORKER

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- Employer:** Local Link Kerry
- Location:** Scartaglin Castleisland
- Requirements:** A third level degree in Community, Business, Logistics or Administration desirable.  
Over 3 years relevant work experience.  
Excellent I.T Skills. Must have Drivers Licence and access to car  
To work as part of a dynamic team to support all aspects of transport services development with Local Link Kerry.
- Hours:** 9am to 5pm Monday to Friday (Flexibility is required)
- How to Apply:** Please email Cover Letter and CV to [jobs@locallinkkerry.ie](mailto:jobs@locallinkkerry.ie) (subject ref: Business Development Worker) or post Cover Letter and CV to;  
Business Development Worker Position, General Management, Local Link Kerry, Scartaglin, Co. Kerry V93 FKV6.

### OPERATIONS COORDINATOR

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- Employer:** Local Link Kerry
- Location:** Scartaglin, Castleisland
- Requirements:** A third level degree in Business or Administration desirable. 3-5 years operations Experience. Excellent I.T Skills. Must have Drivers Licence and access to car.  
The role requires exceptional time management, good communication skills and the to Monitor projects a key part of this role is to liaise between customers, operators and Work with the General Manager.
- Hours:** 9am to 5pm Monday to Friday (Flexibility is required)
- How to Apply:** Please email Cover Letter and CV to [jobs@locallinkkerry.ie](mailto:jobs@locallinkkerry.ie) (subject ref: Operations Coordinator) or post Cover Letter and CV to;  
Operations Coordinator Position, General Management, Local Link Kerry, Scartaglin, Co. Kerry V93 FKV6.



## 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	17/7/2019	2114401
Childcare Assistant	Ballyheigue	1	17/7/2019	2114405
Childcare Assistant	Camp	1	17/7/2019	2114407
Childcare Assistant	Castledrum	1	17/7/2019	2114411
Childcare Assistant	Castleisland	1	17/7/2019	2114414
Childcare Assistant	Cumann Iosaef	1	17/7/2019	2114416
Childcare Assistant	Listowel	1	17/7/2019	2114399
Childcare Assistant	Rathmore	1	17/7/2019	2114417
Childcare Assistant	Scartaglen	1	17/7/2019	2114419
Childcare Assistant	Shanakill	2	17/7/2019	2114420
Childcare Assistant	St Brigid's	1	17/7/2019	2114421
Childcare Assistant	Waterville	1	17/7/2019	2114422



## KDYS CE VACANCIES

The posts are developmental opportunities and no experience is necessary. Accredited training will be provided to support your career. However, previous experience in similar roles is welcomed. Good computer skills are desirable.

### **ASSISTANT YOUTH WORKER**

**LOCATION: Listowel                      CES-2111419**

To assist the full time youth worker in the planning, implementation and evaluation of all programmes in response to the needs of young people in the Listowel area including:-

- Work to provide quality youth work through the Youth Café facility which will include evening work.
- Develop programmes of work with young with whom regular contact is kept.
- Participate in any youth work activity including events, community youth work groups and weekly long activity camps.

### **ASSISTANT YOUTH WORKER**

**LOCATION: Cahersiveen                      CES-2111049**

To assist the full time youth worker in the planning, implementation and evaluation of all programmes in response to the needs of young people in the Cahersiveen area including:-

- Develop programmes of work with young with whom regular contact is kept.
- Participate in any youth work activity including events, community youth work groups and weekly long activity camps.

**Start date:** TBC. Subject to Garda Vetting.

**To apply** please forward CV and note of your PPS number to Ann Brosnan email: [annbrosnan@kdys.ie](mailto:annbrosnan@kdys.ie) or telephone 068 23744. Also please contact your local DSP Employment Services/INTREO Office to check your eligibility and quote relevant reference number above.



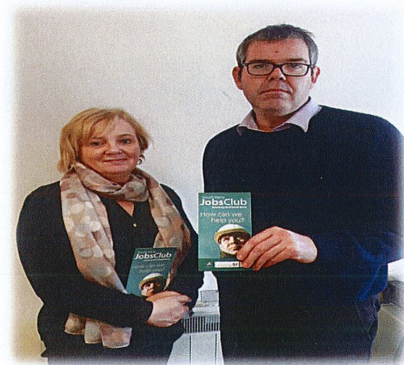
## South Kerry Jobs Club



**Are you unemployed and looking to return to work?**

**KICKSTART YOUR JOBSEARCH BY ATTENDING OUR TRAINING WORKSHOP**

- **PART-TIME PROGRAMME FOR JOBSEEKER**
- **TRAVEL ALLOWANCE IS PAID ON COMPLETION**



**THE JOBS CLUB TEAM  
MARY MURRAY & PAUL MURPHY**

**OUR PART-TIME COURSES ARE DESIGNED TO OFFER HELP & SUPPORT TO JOB-SEEKERS ON HOW TO EVALUATE THEIR INDIVIDUAL SKILLS, ESTABLISH A JOB-SEEKING PLAN OF ACTION, MAKE JOB APPLICATIONS, PREPARE CVS, COVER LETTERS, REGISTER ON JOBS IRELAND, AND PREPARE FOR INTERVIEWS.**

**'BOOK YOUR PLACE AS PLACES ARE FILLING UP FAST'**

**COURSES ARE RUN IN KILLARNEY / KILLORGLIN/ CAHERSIVEEN / KENMAREK**

**FOR FURTHER INFORMATION CONTACT PAUL OR MARY ON 064 – 6637833  
OR EMAIL KILLARNEY JOBSCLUB AT [KILLARNEYJOBSCLUB@SOUTHKERRYLES.IE](mailto:KILLARNEYJOBSCLUB@SOUTHKERRYLES.IE)**



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agus Coimíre Sóisialaí  
Department of Employment Affairs  
and Social Protection**

## 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)

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*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](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)



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