

South Kerry Local Employment Services

FREE FOR YOUR BENEFIT

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

- ⇒ JOB SEARCHING
- ⇒ CAREER GUIDANCE
- ⇒ INFORMATION SERVICES
- ⇒ 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



ACCOUNTS, FINANCING, MARKETING

TRAINEE ACCOUNTANT

Employer:	FDC GROUP
Location:	Tralee/Listowel
Requirements:	<p>Hold an Honours Primary Degree (obtained or predicted) and be interested in pursuing a career in Accountancy.</p> <p>Have strong analytical skills and a high level of attention to detail.</p> <p>Have excellent communication & interpersonal skills.</p> <p>Be highly motivated, enthusiastic, confident and self-starting individual</p> <p>Be flexible and well organised</p> <p>Be a natural team player, comfortable working closely in a team environment.</p>
Duties:	<p>Accounts preparations for our clients. VAT Returns. Data Entry Payroll.</p> <p>Bank Reconciliation. Income Tax & Corporation Tax return. Ad hoc tasks.</p>
Salary/Benefits:	<p>FDC offers excellent remuneration packages and career prospects to successful applicants.</p> <p>Exam & course fees. Paid study leave. Working in small teams.</p> <p>Exposure to a wide range of clients.</p>
How to Apply:	To apply please email CV & cover letter to: careers@fdc.ie

QUALIFIED/PART-QUALIFIED ACCOUNTANT

Employer:	FDC GROUP
Location:	Tralee
Requirements:	<p>Good communication and interpersonal skills. Self-motivation and capability of working on your own initiative. Strong organisational and time management skills.</p> <p>Prior practice experience within a general accounting team.</p> <p>Proficient in the use of SAGE Accounts Production.</p> <p>Proficient in the use of Thesaurus Payroll Package.</p> <p>Experience of VAT, PAYE & CT returns.</p>
Duties:	<p>Preparation & Management of accounts. Input into and assisting with the office work plan.</p> <p>Management of multiple jobs ensuring the key objectives are delivered as required and in a timely manner. Dealing with ad hoc client queries.</p>
Salary/Benefits:	FDC offers excellent remuneration packages and career prospects to successful applicants.
How to Apply:	To apply please email CV & cover letter to: careers@fdc.ie

ACCOUNTS, FINANCING, MARKETING

PERSONAL LINES EXECUTIVE (ENTRY LEVEL)

PERSONAL & COMMERCIAL LINES EXECUTIVES (APA QUALIFIED)

Employer: GMHD Insurances Ltd.

Location: Killarney

How to Apply: Please check out www.gmhd.ie/careers for more info and to apply.

INSURANCE BROKER: PERSONAL LINES EXECUTIVE (ENTRY LEVEL)

Location: Killarney

Job Summary: The Personal Lines Executive deals with all aspects of client's General Insurance requirements.

Requirements: Evidence of excellent Customer Service skills.
 Excellent organisational skills and attention to detail.
 Excellent communication and interpersonal skills to include a confident phone manner.
 Excellent IT skills with a Knowledge of Microsoft office.
 A minimum of 280 points in the Leaving Certificate to include a pass in English and Maths at either Ordinary or Honours Level (or equivalent) OR an Ordinary Bachelor 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.

Duties: Providing advice on all aspects of General Insurance.
 Ability to evaluate client insurance requirements and provide suitable cover solutions.
 Negotiating terms and placing business with underwriters.
 Maintaining existing client relationships in addition to adding new clients.
 Delivering first class Customer Service to all existing and potential clients.

Salary/Benefits: Salary negotiable and will be commensurate with experience.
 Opportunity to earn generous performance bonuses.
 Examinations Fees & membership of The Insurance Institute are sponsored by the employer

How to Apply: Please send CV to: Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or jgriffin@skdp.net

Closing Date: Wednesday, 31st of July 2019

ADMINISTRATION & OFFICE

CLERK

- Location: North Kerry Business
- Requirements: Good computer skills. Good personality and interpersonal skills in dealing with the public. Strong work ethic.
- How to Apply: Please send your CV and application to: clerkrequired@gmail.com

MEDICAL SECRETARY/RECEPTIONIST

- Employer: The Ashe Street Clinic, Tralee
- Requirements: Excellent communication and organisational skills.
Experience is necessary and knowledge of Health One software is an advantage.
- Hours: Full time position.
- How to Apply: Please send your CV to Mary Barrett, The Ashe Street Clinic, Tralee or email to: maryb@asctralee.com

MEDICAL SECRETARY/RECEPTIONIST

- Employer: The Scotia Clinic
- Location: Manor West, Tralee
- Requirements: Previous medical experience an advantage. Strong level in IT & social media essential.
- Hours: 6 months for first instance. 3 days per week. Flexible hours.
- How to Apply: Please forward 2 copies of you CV with cover letter by post only to:
Niamh Quirke, Practice Manager, The Scotia Clinic, Manor West, Tralee.
- Closing Date: Friday 2nd of August 2019

ADMINISTRATION & OFFICE

OFFICE ADMINISTRATOR

Employer:	Castleisland Co-operative Livestock Mart Limited
Duties:	The position will report directly to senior management, will demonstrate the ability to work with people at all levels in the organisation, show strong initiative, and have the capability to work to tight deadlines. It is expected that the applicant will have a number of years' experience in a business environment and have strong planning and general I.T. skills.
Responsibilities:	Accounts Payable, Accounts Receivable, Bank Reconciliation, the preparation of statutory returns to include the Revenue Commissioners. The successful candidate will also be responsible for dealing with the general account's administration and any other ad-hoc assignments which may arise.
Hours:	Full time position.
How to Apply:	Applications with CV to the company secretary, Castleisland Co-operative Livestock Mart Limited, Convent Street, Castleisland, Co Kerry or email: seanbrosnan53@gmail.com
Closing date:	Wednesday, 31st of August 2019

BEAUTY & HAIRDRESSING

HAIRDRESSER

UNIQUE OPPORTUNITY TO ACQUIRE A STATION

Employer:	Ruby Tuesday
Location:	Park Road, Killarney
How to Apply:	Expression of interest on 087 2608508

SENIOR STYLIST

Employer:	Caroline Fox Hair Studio
Location:	Caherciveen, Co. Kerry
Requirements:	A minimum of 5 years' experience. Must have good communication skills, be flexible, creative & a team player.
Hours:	Full & Part time position available. Hours are negotiable.
How to Apply:	Please apply with your CV and cover letter by email to carmosullivan@hotmail.com, or by post to Caroline Fox Hair Studio, Main Street, Cahirciveen, Co Kerry.
Closing Date:	Friday, 2nd of August 2019

HOTEL & CATERING

HOTEL ACCOUNTANT

- Employer:** Sheen Falls Lodge
- Location:** Kenmare, Co. Kerry
- Requirements:** The ideal candidate will be fully qualified accountant (ACCA/CIMA/CPA) or equivalent with the following experience in similar role.
2-5 years hotel accounting experience. Proficient user of MS Office and advanced Excel. Attention to details, negotiation and communication skills a must included fluent spoken and written English. Experience in the following packages will be an advantage:
Pegasus Opera & Sage Payroll Professional.
- How to Apply:** More details on the role of the job available on: www.sheenfalls lodge.ie/careers
Interested candidates may apply by email to: careers@sheenfalls lodge.ie

BAKER

- Location:** Killorglin
- Requirements:** HACCP trained
Must have previous experience in a busy Bakehouse
Able to work in a busy environment
Have excellent customer service skills & speak good English
- Responsibilities:** Ensuring all HACCP and Food Safety standards are met
Producing the highest quality baked goods
Back office duties such as scheduling
Providing exceptional customer service
- Hours:** Full time position.
- How to Apply:** Please apply by email: bptimothy@tocaccountants.ie, Fax: 066 7129585

CHEF/COOK

- Employer:** Daly's SuperValu
- Location:** Park Road, Killarney
- Requirements:** Previous experience essential.
Must have fluent English and be available for immediate start.
- Hours:** Full time position
- How to Apply:** Please forward you CV and cover letter to: Therese Moriarty, HR Manager,
Daly's SuperValu, Park Road, Killarney
Email: dalyskillarney@killarneyautos.ie Tel: 064 6631400
- Closing date:** Thursday, 25th of July 2019

HOTEL & CATERING

LEISURE CENTRE ATTENDANT

Employer: O'Donoghue Ring Hotels
Location: Killarney
Requirements: Must have Swimming Pool life guard certificate - RLSS or equivalent.
Hours: Full time position.
How to Apply: Please forward your CV and references to: hr@odrhoteles.com

ACCOMMODATION ASSISTANTS

EARLY MORNING WEEKEND CLEANING POSITION

CLEANING SUPERVISOR

Employer: Easy Clean Limited
How to Apply: Please contact Tim on 087 2504027 or email: easeycleanlimited@eircom.net

MEDICAL , HEALTHCARE, NURSING

HEALTHCARE ASSISTANT

Employer: Kerry Respite Care
Location: Cahersiveen/Ballinskelligs-Killarney/Killorglin-Kenmare-Castleisland-Listowel/Ballybunion
Job Summary: Your day to day role will typically include:
Assist & provide personal care, meal preparation, household duties, dementia care, non-medical assistance and companionship.
Requirements: QQI Level 5 or equivalent qualification in healthcare essential.
Own transport - full clean driving licence. Fluency in English essential
Applicants will be Garda vetted & references checked.
Hours: Part time hours available with flexibility to work evenings & weekends.
How to Apply: Please contact the office on 066 71027996 or email to: info@kerryrespitecentre.ie to request an application form.
Closing Date: Friday, 8th of August 2019

MEDICAL , HEALTHCARE, NURSING

CARE WORKER (FIXED TERM)

- Employer:** RehabCare
- Location:** Listowel, Co Kerry
- Requirements:** QQI Level 5 in Health and Social Care or equivalent
Candidates should have experience of working in a residential care setting
Candidates should have experience of providing appropriate supports to service users with relevant disability and whose behaviour may challenge.
A champion of Person Centred Planning and Individual Action Plans
- Hours:** 30 hours
- How to Apply:** Find out more about these jobs and how to apply on our careers page at www.rehab.ie/careers or contact Bronacha Taft on 01 205 73 73 or at bronacha.taft@rehab.ie
- Closing Date:** 27th July 2019

DIRECTOR OF NURSING (FULL-TIME)

- Employer:** St. Joseph's Home
- Location:** Killorglin
- Requirements:** Must be a qualified RNG, registered with NMBI and An Bord Altranais
Have an in-depth knowledge of regulatory requirements as they pertain to residential care centres.
Proven track record in Elderly Care and clinical management.
Excellent leadership and communication skills
Willingness to be flexible and to be fully involved in future planning at St. Joseph's
- How to Apply:** To apply please send a covering letter and CV to: Sr Helena Lyne, St Joseph's Nursing Home, Ballymacprior, Killorglin, Co Kerry or email: margaret.lyne@talk21.com

STAFF NURSE FOR NURSING HOME

- How to Apply:** Please contact 066 7135210 or email: riversidenursing@eircom.net

MEDICAL SECRETARY / RECEPTIONIST

- Employer:** The Ashe Street Clinic, Tralee
- Requirements:** Excellent communication and organisational skills.
Experience is necessary and knowledge of Health One software is an advantage.
- Hours:** Full time position.
- How to Apply:** Please send your CV to Mary Barrett, The Ashe Street Clinic, Tralee or email to: maryb@asctralee.com

CHILDCARE**CHILDCARE MANAGER TO COVER CARERS LEAVE**

Employer: Nai Ionad Cille Ltd.

Location: Castleisland, Co. Kerry

Job Summary:

- To ensure the effective daily management of the Childcare Service in accordance with the policies and procedures of the Service, the Childcare (Pre School Services) Regulations 2016, any other relevant legislation, good practice requirements and be accountable to the board of directors.
- To ensure the safety and well-being of all children attending the Service.
- To ensure a dynamic curriculum is delivered to meet the individual needs of children attending the service.
- To Support & Supervise the Staff Team.
- To Support and Interact with families using the Service.
- To monitor and ensure that all agreed quality and safety standards are maintained in the Service at all times

Requirements:

- A minimum QQI Level 6 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))
- A minimum of 3 years in the Early Years Childcare Sector in a position of responsibility and of supervising staff.
- HighScope training or knowledge would be an advantage.
- First Aid & TUSLA Always Children First training is desirable.
- Excellent leadership skills to lead and motivate the childcare and auxiliary team
- Strong communication, organisational and IT skills
- Flexible and reliable

Hours: 40 hours per week.

How to Apply: Applicants should enclose: Cover Letter, Curriculum Vitae, 2 written references and Copy of Qualifications to be send Board of Management. Nai Ionad Na Cille Ltd. Castle-drum, Castlemaine, Co-Kerry.
Applicants must be prepared to complete a Garda Vetting Application Form and police check if applicable.

Closing Date: Wednesday, 31 of July 2019. Position to start on Monday, 19th of August 2019.

EDUCATION & TRAINING

FIXED TERM TEACHING POSTS IN KERRY

Positions: **Nursing Studies**
 Legal Studies
 Information Systems (Experience in Computer Programming is an advantage)
 Animation
 Software Development (Experience in Games development is an advantage)
 Chemistry
 Social Science (Qualification/Experience in Youth Work is an advantage)
 Creative Media (Experience in Animation is an advantage)
 Dance (Experience in Theatre is an advantage)

How to apply: Application forms and full details for these posts can be obtained from
www.kerryetb.ie/opportunities. No CVs, only official application form will be accepted.

ENTERPRISE CO-ORDINATOR (3 YEARS CONTRACT)

ASSITANT LECTURER - TOURISM

ASSISTANT LECTURER - NURSING (MENTAL HEALTH)

Employer: Institute of Technology, Tralee

Location: Tralee, co. Kerry

How to Apply: All applications must be made online at www.ittralee.ie
Tel: 066 7145613, Email: humanresources@ittralee.ie

Closing Date: 12.00 noon, Friday 26th of July 2019

DRIVERS, GENERAL OPERATIVES, MANUAL WORKERS

CLEANING POSTS IN THE FOLLOWING SCHOOLS:

Employer:	Kerry Educational and Training Board
Location/Details:	<p>Coláiste Gleann LÍ, Tralee - 25 hours per week for 41 weeks per academic year</p> <p>Killorglin Community College - 7 hours per week for 44 weeks per academic year</p>
Requirements:	<p>Essential Requirements: Proven experience of undertaking cleaning duties. Experience of using buffing and vacuuming equipment. Working knowledge and familiarity with commercial cleaning techniques. Good organisational and time management skills. Flexible with the ability to deal with unexpected events and changing work activities. Willingness to work outside normal hours as required. Experience and understanding of Health and Safety</p> <p>Desirable Requirements: Ability to work effectively and supportively as a member of the school/college team Good interpersonal and communication skills. Ability to act on own initiative. Punctual, reliable and trustworthy.</p>
How to apply:	<p>Please complete application form which can be downloaded from Kerry ETB website www.kerryetb.ie/opportunities and return by email only to jobs@kerryetb.ie. No CVs, only official application form will be accepted.</p>

2 POSITIONS IN WEST LIMERICK AREA

Positions:	<p>Apprentice Heavy Vehicle Mechanic - Required hardworking and reliable person to undertake an apprenticeship in garage.</p> <p>General Operative - Flexible working hours, fluency in English essential</p>
How to apply:	For further information please call: 087 25 91 739

TAXI DRIVERS

Employer:	John Crean Taxis Tralee
Location:	Tralee area
Details:	Opportunity for male/female drivers
How to apply:	For further information contact 087 25 45 201 or email: johnvcrean@eircom.net

DRIVERS, GENERAL OPERATIVES, MANUAL WORKERS**QUALIFIED & APPRENTICE PLASTERERS**

Employer: Horgan & McGillicuddy Plastering Ltd.

Location: Cork/Limerick Area

Details: Good quality of work essential.

How to apply: Email: chrishorgan12@hotmail.com

WELDER & FABRICATOR, PAINTER/SANDBLASTER

Employer: JOC Metal Fabrication

Location: Currow, Killarney

How to Apply: Please send your CV to: info@@jocmetalfabricator.com Tel: 066 9764543

QUALIFIED MECHANIC WITH EXPERIENCE

Location: Mid Kerry Area

How to Apply: Phone Colm 087 2639488

BUS DRIVER

Location: Tralee Area

How to Apply: Please call on: 087 2817577

DRIVERS, GENERAL OPERATIVES, MANUAL WORKERS**STOCK & INVENTORY GOODS INWARDS**

Location:	Killarney
Job Summary:	To receive, handle & dispatch goods both incoming and outgoing of stores including Food & Beverage, Linen & Guest supplies, Stationary, Disposables etc.
Requirements:	Experience in stock control & purchasing in a similar role would be advantageous for this role. Must be standards driven and detail orientated Must have the ability to multi task and make sound decisions Maintain a professional image at all times Must possess excellent communication and interpersonal skills IT skills are required for this role
Duties:	Check all deliveries & match with PO forms. Ensure all deliveries are compliant with HACCP and Food Safety. Complete all records of deliveries, ensuring they are taken to correct storage area. Monitor & Control the flow of stock in and out of all areas. Update the computerized purchasing system. Implementation of correct recycling of all waste, taking the Green approach. Structure delivery times with suppliers. Ensure that all suppliers are met on arrival with delivery. Access to all storage areas controlled and monitored.
Hours:	25 hours per week.
How to Apply:	Please send CV to: Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or jgriffin@skdp.net
Closing Date:	July 26th 2019

DRIVERS, GENERAL OPERATIVES, MANUAL WORKERS**MAINTENANCE ASSISTANT**

Location:	Killarney
Requirements:	<p>Proactive, motivated and have excellent attention to detail. A good command of English is required for this role. Ability to work well as part of a team, and also the ability to work to timelines on all tasks It would be an advantage to have a skilled trade, i.e. Plumber, Carpenter, Painter for this role.</p> <p>It would be preferable to have Safe Pass & Working at Heights Certification also for this role.</p> <p>Proficient in all Maintenance procedures to be a resource when needed.</p> <p>A proven track record in a similar role and to be able to demonstrate excellent standards.</p> <p>Driven & Ambitious to inspire the team to deliver and exceed service standards.</p> <p>Clear thinker with excellent communication abilities.</p>
Duties:	<p>A proven track record in a similar role within a quality environment, and the ability to demonstrate excellent standards, while completing tasks to timelines.</p> <p>Check daily maintenance requirements and ensure all jobs are completed and signed off.</p> <p>Ensure all systems are monitored and working correctly.</p> <p>Monitor and action if necessary all plant equipment in the hotel.</p> <p>Ability to repair and maintain all areas of the hotel, from painting, bathroom fixtures, skirting etc.</p> <p>To carry out any decorating, carpentry, or plumbing work required in the hotel.</p> <p>To ensure all filter systems are cleaned & maintained as required in line with Health & Safety.</p> <p>To comply with all Health & Safety legislation, from correct use of PPE, to working safely at all tasks.</p>
Hours:	<p>Flexible in hours and days as per the business requirements.</p> <p>Full time role and will be rostered on a 5/7 day per week.</p>
Salary/Benefits:	Dependent on Experience.
How to Apply:	Please send CV to: Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or jgriffin@skdp.net
Closing Date:	July 26th 2019

OTHER VACANCIES

PROJECT CO-ORDINATOR

- Employer:** Kenmare Family Resource Centre Ltd.
- Location:** Kenmare
- Job Summary:** The Project Co-ordinator will work in partnership with the Voluntary Board of Directors to implement Kenmare Family Resource Centre's Work Plan.
- Requirements:** A relevant third level qualification - minimum Level 7 (for example, Family Support Practice, Community Development, Community Sector Project Management)
 A minimum of 3 years' experience, post qualification, in:
 community sector project management
 working through a community development approach
 family support in a community-based setting
 Experience of managing, supervising and supporting staff
 Experience of working with a Voluntary Board of Directors
 Experience of implementing a governance framework informed by best practice
 Experience of working collaboratively at an inter-agency level
 Familiarity with Children First: National Guidance for the Protection and Welfare of Children and TUSLA Meitheal National Practice Model
 Experience of Strategic and Operational Planning
 Experience of Financial Management (to include sourcing funds)
 Excellent report writing and presentation skills
 Access to own transport with full driving licence.
- Hours:** Fixed Term Contract for 10 months. 35 hours per week.
- How to Apply:** To request further information and an application form, please contact:
 Mary O' Callaghan: Email: info@kenmarefrc.ie, Tel: 064 664279
 Applications will only be accepted on the official application form.
 CVs will not be accepted .
- Closing Date:** 5 pm, Friday, 2nd of August 2019

DEVELOPMENT OFFICER

- Employer:** Skellig Coast Visitor Experience
- Location:** The person appointed will be based in South Kerry.
- Requirements:**
- Proficiency in both written and spoken Irish
 - A highly motivated person capable of working on one's own initiative,
 - Good organisational and preparation skills
 - An appropriate 3rd level qualification or relevant experience in the Tourism Industry.
 - A detailed knowledge and understanding of the Skellig Coast Visitor Experience Plan is necessary.
 - A full clean driving licence
- How to Apply:** Please apply to: aine@comhchoiste.ie or phone Aine on 066 9474888.
- Closing Date:** 5pm Friday August 2nd.

OTHER VACANCIES**MILK RECORDER CONTRACTORS**

Employer:	Munster Bovine
Location:	Kenmare, Listowel and Dingle area
Job Summary:	The ideal person should be available for morning and evening milkings. The role would suit someone who is looking to supplement their income and would work well with another part time job.
Duties:	The purpose of this job is to visit the herd owner at milking time both mornings & evenings, record the volume of the milk on hand -held device for each cow and take a sample of milk for analysis from each cow at one of the milkings only.
Hours:	Part time position
Salary/Benefits:	Attractive new remuneration rate on offer.
How to Apply:	Please sent your CV & cover letter to Denise Murphy, HR Officer to: careers@munsterbovine.ie
Closing Date:	Friday, 2nd of August 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.
Care Assistant	Kilgarvan Community Development Ltd.	1	28/08/2019	2118031
Events Coordinator	Teach Iosagáin, Rathmore	1	31/07/2019	2116872
GAA Field Caretaker	Rathmore GAA Field, Rathmore	1	31/07/2019	2116870
Care Assistant	Rathmore	1	31/07/2019	2116873
Care Taker	Teach Iosagáin, Rathmore	1	31/07/2019	2117145

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





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**



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

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@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



SOUTH KERRY DEVELOPMENT
PARTNERSHIP CLG.



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

