

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



ACCOUNTS, FINANCING, MARKETING

BOOKKEEPER

Employer:	North Kerry Accountants Practice
Requirements:	At least 3 years general bookkeeping experience. Red Book, Sage, Relate & Thesaurus experience required. Excellent computer skills, MS Excel a strong must. The ability to take ownership of the role. Tim player with ability to work on their own initiative.
Duties:	Preparation of Bookkeeping Records including Sales, Purchases and Bank Creditors, Debtors, and Bank Reconciliations. Preparation of Payroll, VAT's returns & RTD's. filling various tax returns through ROS. Management of RCT for construction clients. Establish and maintain a strong relationship with clients. Ad hoc duties including accounts administration.
How to Apply:	Please forward your CV to: northkerryjob@gmail.com

ACCOUNTS ASSISTANT/ADMINISTRATOR

Employer:	The Palladio Door Collection
Requirements:	The successful candidate will work within the Accounts Department processing a high volume of invoices within agreed deadlines for inclusion in payment runs paying particular attention to payment due dates and VAT rules.
Duties:	<ul style="list-style-type: none"> • Maintaining invoice files and ensuring invoices are quickly approved, inputted and paid • Enter invoices and credit notes onto Sage Accounting system • Reconcile Supplier Statement's to Creditor Ledger, investigate and follow up on discrepancies • Analysis and posting of Credit Card Statements • Preparation of Intrastat, Vies, CSO Reports and VAT Returns • Prepare and set up of electronic transfers and payments on Banking-on-line • Posting of all payments and receipts to Sages for the various Bank Accounts • Weekly/monthly Bank Reconciliations • Other Ad-hoc duties as required
Salary:	Salary based on Experience
How to Apply:	Application by CV only to info@profiledevelopments.com

ADMINISTRATION & OFFICE

SCHOOL SECRETARY (MATERNITY LEAVE)

- Employer:** Gaelscoil Faithleann Primary School, Killarney
- Details:** Experience in office / secretarial work / administration or related environment is essential as are excellent interpersonal skills.
Applicants must have excellent computer skills; Word, Excel, Data base, Digital Media and be proficient in accounts administration etc.
The post will include additional secretarial duties in support of the Principal, Deputy Principal and staff.
This appointment is to replace the existing school secretary while she is on maternity leave.
- How to Apply:** Applications by post including CV, certificates and at least two references to be addressed to: An Cathaoirleach, Gaelscoil Faithleann, Cill Airne, Co. Chiarraí
Please include mobile numbers for all referees. Appointment will be subject to Garda Vetting.
- Closing Date:** 12.00 pm on the 18th August

RECEPTIONIST (FULL-TIME)

- Location:** a busy Killarney office
- Requirements:**
- To manage inbound calls
 - Schedule appointments
 - General office duties
 - Experience essential
 - Ability to work in a busy environment
- How to Apply:** Applications in confidence to killarneyofficeposition@gmail.com

RECEPTIONIST/LEGAL SECRETARY

- Employer:** Downing, Courtney & Larkin Solicitors
- Location:** New Street, Killarney
- Hours:** Full time position.
- How to Apply:** Please email your CV to: info@downingslaw.com
- Closing Date:** Friday, 30th of August 2019

ADMINISTRATION & OFFICE

MEDICAL SECRETARY / ADMINISTRATOR

Employer:	General Practice
Location:	North Kerry / West Limerick
Requirements:	Experience of patient management software and medical administration an advantage.
Hours:	Full time position.
How to Apply:	Please forward your CV to: reception@tarbertmedical.ie

BEAUTY & HAIRSTYLING

BEAUTICIAN

Employer:	North Kerry Salon
Hours:	Part time hours.
How to Apply:	Please apply to: Box No. 3350 Kerry's Eye Newspaper, Ashe Street, Tralee

HOTEL & CATERING

WAITING STAFF & BREAKFAST COOK

Employer:	Guesthouse in Killorglin
Hours:	Full and part time positions available.
How to Apply:	Please phone on 087 9187424 for further details.

PARTTIME HOUSEKEEPER

Location:	Killarney Area
Job Summary:	The role entails all in-house cleaning duties including the use of dishwasher, washing machine & tumble dryer, ironing, vacuuming, dusting, interior floor cleaning, interior window cleaning, bedrooms & bathrooms, grocery shopping (minimal), laundry drop off and collection etc.
Hours:	12 -15 hours per week over three mornings, weekdays only, in a friendly, relaxed Environment.
How to Apply:	Please text or call Ann on 087 6766409

HOTEL & CATERING

BARTENDER & WAITER/WAITRESS

Employer: Castlerosse Park Resort
Location: Killarney
Hours: Full & part time positions.
How to Apply: Please submit your application to: markbowe@castlerosse.ie

KITCHEN PORTER

Employer: Bricin Restaurant and Craft Shop
Location: High Street, Killarney
Hours: No Sunday shifts.
How to Apply: Please apply in writing to: Bricin, 26 High Street, Killarney or email to: info@bricin.ie
Tel: 064 6634902

RETAIL ASSISTANT

Employer: Hegarty's Spar
Location: Park Rd., Killarney
Requirements: Must be over 18's. Fluent English.
Hours: Full time
How to Apply: Please forward your CV to Valerie Hegarty, Spar, Park Road, Killarney

RELIABLE EXPERIENCED PERSON

Employer: Killarney View Guest House
Job details: Reliable experienced person required for morning reception, reservations, kitchen, housekeeping etc.
Requirements: Good standard of English
Hours: 5 hours per morning approx.
How to Apply: Please reply to: info@killarneyviewguesthouse.com

HOTEL & CATERING

FOOD&BEVERAGE ASSISTANTS, NIGHT PORTER, TRAINEE MANAGER

Employer: Aghadoe Heights Hotel and Spa
 We offer training and career progression, competitive rates of pay, uniform and meals on duty.

Location: Killarney

Hours: Full and part time positions available.

How to Apply: Please apply with your CV to: bbrennan@aghadoeheights.com

ASSISTANT ACCOMMODATION MANAGER, ACCOMMODATION ASSISTANTS, LEISURE CENTRE ATTENDANT (RELEVANT LIFEGUARD QUALIFICATIONS)

Employer: O'Donoghue Ring Hotels

Location: Killarney

Hours: All positions available all year round.

How to Apply: Please email your CV to: jobs@odrhoteles.com or contact us on 064 6621065

THE KILLARNEY PARK HOTEL

Vacancies:

HEALTH & FITNESS CLUB ATTENDANT
 Fully qualified lifeguard and first aid trained. Previous experience in a hotel environment preferable. Excellent Customer care skills and phone etiquette. Attention to detail and high standard of cleaning. Fluent English and Excellent Communication Skills.

ACCOMMODATION ASSISTANT, FULL TIME/PART TIME
 Previous experience preferable Excellent customer core skills & Fluent English. Attention to detail and High Standards Evening Hours also available.

FOOD & BEVERAGE PERSONNEL, FULL TIME/PART TIME
 Previous Experience in Food & Beverage essential Excellent Customer Care Skills Fluent English and Good communication Skills.

CHEF DE PARTIE & DEMI CHEF
 Qualified Chef with 2 Year's Previous Hotel Experience in a similar role. Fluent English and Good Communication Skills. Good time keeper and ability to work under pressure. Team Player and driven by High Standards Creativity& Passion for food. Desire to work in a 5 Star property.

COMMIS CHEF, FULL TIME/PART TIME
 May suit 1st Year Culinary Arts Students Passionate about food, Fluent English Team player & Good time keeper.

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 before the 28th August, 2019.

GENERAL OPERATORS, DRIVERS

TAXI DRIVER (PART-TIME)

Employer:	Sage Taxis
How to Apply:	Candidates need: <ul style="list-style-type: none"> - PSV Licence - Flexibility as night shifts and weekends are included - Ability to work as part of a team in a busy environment - Knowledge of Killarney town would be an advantage but not essential - Fluent English is essential.
Salary:	Competitive rates of pay for the right candidate.
How to apply:	Contact Tony on 086 154 28 90 or email: info@sagetaxis.ie

SCHOOL BUS DRIVER

Location:	Tralee and Lixnaw Area
Requirements:	Must have D & D1 Licences
Salary/Benefits:	Excellent rates of pay and conditions
How to Apply:	Please call on 087 9864349

DRIVER

Requirements:	Must have a full D Coach Licence. Experience an advantage but not essential.
Hours:	School run 5 days per week with potential for more work if desired.
How to Apply:	Please contact Thomas O'Connor on 087 9495699

APPRENTICES

Employer:	TORC PRECISION ENGINEERING LTD
Jobs Summary:	We are looking for enthusiastic and hard working people to join our team on four year SO-LAS QQI Level 6 apprenticeship. We offer positions in both Mechanical Automation & Maintenance Fitting Apprenticeship's & Metal Fabrication Apprenticeship's
Requirements:	Completed Leaving Certificate. Experience & strong interest in the following subjects will be an advantage: Engineering, Technical Graphic, CAD, Metalwork, Mechanics & Machine Maintenance.
How to Apply:	To apply please send your CV & cover letter to: sales@torcengineering.com

GENERAL OPERATORS, DRIVERS

QUALIFIED MECHANIC

DIAGNOSTIC TECHNICIAN

2ND/3RD YEAR APPRENTICE TECHNICIAN

Employer: Aherns.ie
 Location: Castleisland
 How to Apply: Please apply to: info@aherns.ie or HR Manager Aherns, Tralee Rd., Castleisland, Co. Kerry

FABRICATOR WELDER

MACHINE OPERATIVES

GENERAL OPERATIVES

Employer: AQUA DESIGN LTD
 Location: Killorglin
 Requirements: Successful candidates must have the ability to work on their own initiative or as a part of a team, read and understand fabrication drawings and have an interest in working in an environment which can be both challenging and demanding.
 Fork Lift licence an advantage but not a necessity as full training will be provided..
 How to Apply: Please submit your CV to: recruit@aqua-design.ie

PRODUCTION OPERATIVE

Location: Millstreet
 Job Summary: Temporary – Week to week basis
 Requirements: Experience in a manufacturing environment an advantage but not essential
 Good computer and numerical skills an advantage
 Good communication skills both written and verbal
 Ability to work as part of a team.
 Must be available to work shifts
 Duties: Operation of various robots
 Perform inspections
 Record production information such as production output, machine downtime and defects.
 Ensure the highest standards of quality are adhered to at all times
 General machine cleaning
 Meet achievable targets
 How to Apply: Please send CV to: Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or jgriffin@skdp.net
 Closing Date: August 20th 2019

OTHER VACANCIES

HAIRDRESSER

UNIQUE OPPORTUNITY TO ACQUIRE A STATION

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

COUNSELLOR / PSYCHOTHERAPIST (PART-TIME)

Employer: South West Kerry Family Resource Centre CLG
Location: Communities of South West Kerry
Requirements:

- The Counsellor / Psychotherapist will be fully qualified holding a minimum of a level 8 or equivalent qualification in Psychotherapy / Counselling & accredited with IAPTP, PT-Ire, IACP, IAHIP, ICP or equivalent.
- Will be employed by SWK Family Resource Centre which manages the service and work as part of a multi-disciplinary team.
- Will be under the general line management of the FRC Coordinator and expected to have professional indemnity insurance.
- Will be required to be Garda Vetted for this role

Hours: A minimum of 4 counselling sessions per week at the Centre

How to Apply: Please send CV and Cover letter to: The Coordinator at: South West Kerry Family Resource Centre, 18 Main Street, Cahersiveen, Co. Kerry V23 A393, Phone: 0669481000, or email to: swkerryfrc20@gmail.com

Closing Date: 5pm Monday 19th August 2019

OTHER VACANCIES

GROUND'S FOREMAN (FULL-TIME)

Employer: Killarney Racecourse and Ross Golf Club

Details: Main Duties/Responsibilities:

- Responsible for the presentation and maintenance of the race track and golf course to a high standard.
- The supervision and delivery of the racecourse and golf course maintenance program
- Set up for racing each day
- Working closely with the IHRB and the Clerk of the Course
- Liaising with all service providers for each race meeting
- Supervision of track/course staff and the various service providers
- Health & Safety matters for track/course staff
- Responsibility for the upkeep of machinery and buildings

Minimum Requirements:

- Education - The holder of a "greenkeeper's qualification" or a degree/diploma in "Turf management /Agronomy"
- An ability to demonstrate previous relevant experience within a similar environment
- An ability to lead and motivate a team in a pressurised environment
- An ability to manage resources effectively to ensure standards are maintained
- Ability to use own initiative and also contribute effectively as part of a high performing team
- Flexible and adaptable with a positive attitude to change

How to Apply: Please respond demonstrating how your competencies match the key requirements of this role, by submitting an application addressed to The Chairman, Killarney Race Company DAC, Ross Road, Killarney, Co. Kerry

Closing Date: 23rd August 2019

FULL & PART TIME STAFF WANTED

Employer: McGuirks Golf

Location: Tralee

Requirements: Golf experience essential

How to Apply: Please send your CV to: john.maunsell@mcguirksgolf.com

OTHER VACANCIES

WAREHOUSE/STORE PERSON, GENERAL & TECHNICAL OPERATIVES, PRESS HELPERS, PRINTOPERATIVE, PRE - PRESS

Employer:	KC Print Ltd, Killarney, is holding a recruitment open morning on Monday, 2nd of September 2019 at 10.00 am by invitation only.
Requirements:	You do not require experience, full training programme provided over 6 months. Excellent benefits and opportunities to progress.
How to Apply:	Please send your CV and cover letter to: katrina@kcprint.ie or mail to: Upper Lissivigeen Killarney, Co. Kerry, V93 XA70

PERMANENT CARE & LINK WORKER

Employer:	Inspired CLG
Location:	Tralee
Job Summary:	AK Inspired CLG is now recruiting for a permanent (30 hours per week) Care&Link Worker for our organisation in Tralee, Co. Kerry, to facilitate the care and transition from education to employment for young adolescents and adults with varying disabilities & complex health needs that include, but are not limited to, Intellectual and Developmental Disabilities.
Requirements:	Minimum of QQI Level 5 in Health & Social Care. IT and reporting skills are essential. Work experience not essential but would be a distinct advantage. Skills and knowledge in the areas that include but are not limited to, Autism, Intellectual Disability, Epilepsy, and Downs Syndrome.
Duties:	Participate in the development and implementation of the Individual Career Plans which require work and academic activities in the facility or in the community with single or multiple participants. Ensure that each individual participates in social/leisure/recreational activities based on individualised plans which require activities in the program or in the community with single or multiple participants. Provide social, emotional and environmental supports to insure the happiness, health and safety of the participants. Prepare and complete required documentation in compliance with HSE regulations, company standards, and the Inspire policy and procedure manuals. Promote and become actively involved in teamwork by creating and nurturing a supportive environment for the participant.
Hours:	30 hours per week.
How to Apply:	Please submit your CV by email to: tom.oleary@inspired.ie
Closing Date:	Friday, 23rd of August 2019



Are you a Job-seeker?
Would you like to up-skill or re-train for **FREE?**

HAIRDRESSING CLASSICS MASTERED

COURSE:



Grow your confidence in hair cutting

**September 16th, 17th, 24th, 30th
 & October 1st 2019**

Location: Tralee
5 days (plus 3 days' work experience)
10.00 am – 4.00 pm daily

This 5 day course incorporates the theory and the practical side of haircutting.
 Learn 8 Classic Haircuts and how to use, when to use and why.

Our open evening will take place on:
Thursday 29th August; 6:00pm; Sean Taaffe, Tralee

**If you are interested in this course, *you must attend* our open evening
 and bring a CV with you**

Work Experience must be arranged prior to course (3 days)

***To register your interest & get more information, please contact Kerry on:
 066-9762477 or info@kerryskillnet.ie***

Eligible Trainees include:

- Persons under the age of 35 or
- Persons unemployed for more than 12 months or
- Persons with NFQ Level 5 or less or
- Persons formerly employed in the construction, manufacturing or retail sectors.

South Kerry Skillnet is funded by Skillnet
 Ireland and member companies. Skillnet Ireland
 is funded from the National Training Fund
 through the Department of Education and Skills.



As Eolas (E-Mosaic)
 Open Software
 Department of
 Education and Skills



South Kerry Skillnet is funded by member companies and the Training Networks Programme, an Initiative of Skillnet Ireland funded from the National Training Fund through the Department of Education and Skills.



Are you a Job-seeker?
Would you like to up-skill or re-train for
FREE?

DOOR/EVENT SECURITY AND STATIC/RETAIL SECURITY COURSE

This course is perfect if you want to work in the private security sector within Ireland in occupations including: Door Security, Event Security or Security Guard.

Certified through the Security Institute of Ireland and QQI

Modules include:

- Retail Security Procedures
- Door Security Procedures
- Static Security Procedures
- Event Security Procedures
- Responding to Threats & Violence

A green 3D-style 'Free' logo with a white outline and a shadow effect.

Location: Killarney
Start date: end of September/early October 2019
Duration: 6 days (plus 2 days' work experience)

Work Experience must be arranged prior to course

**To register your interest & get more information, please contact
 Kerry on: 066-9762477 or info@kerryskillnet.ie**

Eligible Trainees include:
 - Persons under the age of 35 or
 - Persons unemployed for more than 12 months or
 - Persons with NFQ Level 5 or less or
 - Persons formerly employed in the construction, manufacturing or retail sectors.

South Kerry Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland is funded from the National Training Fund through the Department of Education and Skills.



An Eanáil Oibreacha
 Apairtáil
 Comhionann
 Eolaíochta agus Eolaíochta

Skillnet
 IRELAND

South Kerry Skillnet is funded by member companies and the Training Networks Programme, an Initiative of Skillnet Ireland funded from the National Training Fund through the Department of Education and Skills.

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	21/08/2019	2118031
Childcare Assistant	Ballyheigue	1	03/09/2019	2119024
Childcare Assistant	Ballybunion	1	03/09/2019	2119023
Childcare Assistant	Camp	1	03/09/2019	2119008
Childcare Assistant	Castledrum	1	03/09/2019	2119009
Childcare Assistant	Castleisland	1	03/09/2019	2119011
Childcare Assistant	Cumann Iosaef	1	03/09/2019	2119013
Childcare Assistant	Killorglin Scamps	1	03/09/2019	2119026
Childcare Assistant	Listowel	1	03/09/2019	2119028
Childcare Assistant	Listry	1	03/09/2019	2119021
Childcare Assistant	Rathmore	1	03/09/2019	2119014
Childcare Assistant	Scartaglen	1	03/09/2019	2119016
Childcare Assistant	Shanakill	1	03/09/2019	2119017
Childcare Assistant	St Brigid's	1	03/09/2019	2119018
Childcare Assistant	Waterville	1	03/09/2019	2119019

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	St Brigid's Childcare, Ballyheigue	1	03/09/2019	2119024
Childcare Assistant	St Brigid's Childcare, Ballybunion	1	03/09/2019	2119023
Childcare Assistant	St Brigid's Childcare, Camp	1	03/09/2019	2119008
Childcare Assistant	St Brigid's Childcare, Castledrum	1	03/09/2019	2119009
Childcare Assistant	St Brigid's Childcare, Castleisland	1	03/09/2019	2119011
Childcare Assistant	St Brigid's Childcare, Cumann Iosaef	2	03/09/2019	2119013
Childcare Assistant	St Brigid's Childcare, Killorglin Scamps	1	03/09/2019	2119026
Childcare Assistant	St Brigid's Childcare, Listowel	1	03/09/2019	2119028
Childcare Assistant	St Brigid's Childcare, Listry	1	03/09/2019	2119021
Childcare Assistant	St Brigid's Childcare, Rathmore	1	03/09/2019	2119014
Childcare Assistant	St Brigid's Childcare, Scartaglen	1	03/09/2019	2119016
Childcare Assistant	St Brigid's Childcare, Shanakill	2	03/09/2019	2119017
Childcare Assistant	St Brigid's Childcare, St Brigid's	2	03/09/2019	2119018
Childcare Assistant	St Brigid's Childcare, Waterville	1	03/09/2019	2119019

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.
Maintenance	Firies Castleisland	1		2105648
Maintenance	Currow	2		2108117
Cleaner	An Riocht, Castleisland	1		2105650
Cleaner	Ballymacelligott	1		2105651
Maintenance	An Riocht, Castleisland	1		2106009
Bookkeeper	An Riocht, Castleisland	1		2108517
Receptionist	An Riocht, Castleisland	1		2108518
Caretaker	Brosna	1		2108122
Grounds Person	Kilgarvan	1	18/09/2009	2120575
Care Assistant	Kilgarvan	1	21/08/2019	2118030

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





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 Coimíre 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

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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

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



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