

# 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 13:00 - 13:30)

## 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. Team 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

### MONEY ADVICE CO-ORDINATOR

Employer:	Mabs
Requirements:	Key knowledge and skills required include excellent management communication and organisational skills; knowledge understanding and experience of money management, consumer debt and financial services, and MABS service in particular; familiarity with the provision of an advice, support and advocacy service, and IT skills.
Salary/Benefits:	42,663 - 58,682
How to Apply:	Applications must be made on the relevant application form Fiona Hendrick, regional Administrator of South Munster MABS by email: fionahendrick@mabs.ie
Closing Date:	28th of August 2019

## ADMINISTRATION & OFFICE

### ADMINISTRATIVE ASSISTANT

Employer:	Labworks, Tralee
Job Summary:	We are looking for a customer focused, proactive multi-tasker with excellent Communication skills and an upbeat attitude to join our Tralee office. Applicants should be professional, polite, with strong attention to detail. They should be responsive and willing to meet challenges directly. Applicants must be comfortable with Microsoft Office suite of programs, general office tasks, and excel at both verbal and written communication.
Requirements:	<ul style="list-style-type: none"> <li>• Qualification in a related field is desirable but not essential</li> <li>• Prior administrative experience</li> <li>• Prior experience in a role which provided an insight in an industry requiring technical knowledge would be advantageous, but not essential</li> <li>• Excellent computer skills, especially with the Microsoft Office suite</li> </ul> <p>We are offering a suitable remuneration and benefits package which will be based in relevant experience</p>
How to apply:	Email CV to tech@labworks.ie

## ADMINISTRATION & OFFICE

### RECEPTIONIST/LEGAL SECRETARY (FULL-TIME)

Employer: Downing, Courtney & Larkin Solicitors  
 Location: New Street, Killarney  
 How to Apply: Please email your CV to: [info@downingslaw.com](mailto:info@downingslaw.com)  
 Closing Date: Friday, 30th of August 2019

## HOTEL & CATERING

### WAITING STAFF AND KITCHEN STAFF

Employer: Rosspoint Bar & Restaurant  
 Location: Rossbeigh Beach, Glenbeigh  
 Requirements: Waiting staff and kitchen staff required full/part time experience essential  
 How to Apply: Contact 0669794661 Email C.V. To [Info@rosspoint.ie](mailto:Info@rosspoint.ie)

### BAR SUPERVISOR

Employer: The Brehon  
 Location: Killarney  
 Requirements: The Brehon is seeking application for the role of Bar Supervisor. This role will involve delivering a consistently high standard of guest service.  
 Duties: Ensuring the team provide exceptional levels of service for every guest.  
 Ensuring the bar is kept to the highest possible standards of cleanliness.  
 Ensuring all bar staff are trained in bar and health and safety SOP's for the department.  
 Ensuring that stocks are managed carefully.  
 Have a good understanding and working relationship with all areas within the company group.  
 Work in conjunction with the bar manager to build a strong team.  
 Salary / Benefits: From 10.65 to 11.50  
 How to apply: Apply through indeed or directly to the [talent@gleneaglegroup.ie](mailto:talent@gleneaglegroup.ie)

### BAR & WAITING STAFF

Requirements: Required for busy bar on the ring of Kerry must have previous food & beverage experience great package for the right candidate  
 How to Apply: To apply please send CV to [reservation@butlerarms.com](mailto:reservation@butlerarms.com) or call Louise / Paula on 066 9474144

### BAR & CATERING

Location: Listowel  
 Requirements: Staff wanted for Listowel races.  
 How to Apply: Contact 066 7133102

## HOTEL & CATERING

### FOOD AND BEVERAGE ASSISTANT

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Employer:	Danu Restaurant, The Brehon
Location:	Killarney
Job Summary:	<p>We are currently recruiting for food service staff for our award winning Danu Restaurant in The Brehon.</p> <p>This is a full time role offering year round employment working a mixture of shifts. We prefer if you have some experience in restaurant and in banqueting service but full training will be given. We are open to candidates who want to work part time hours but they must be available mid week as well as weekends.</p>
Requirements:	<p>Serving food and beverages to our guests in Danu Restaurant over breakfast and dinner</p> <p>Ensuring very high level of guest care and providing a really authentic customer Experience</p>
Salary/Benefits:	9.80 p/h, 10.80 p/h Sunday Rate
How to Apply:	Apply through indeed or directly to the talent@gleneaglegroup.ie

### FOOD AND BEVERAGE ASSISTANT

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Employer:	The Flesk Restaurant, The Gleneagle
Location:	Killarney
Job Summary:	<p>We are currently recruiting for food service staff for our The Flesk Restaurant in The Gleneagle. This is a full time role offering year round employment working a mixture of shifts. We prefer if you have some experience in restaurant and in banqueting service but full training will be given. We are open to candidates who want to work part time hours but they must be available mid week as well as weekends.</p>
Requirements:	<p>Serving food and beverages to our guests in The Flesk Restaurant over breakfast and dinner. Ensuring very high level of guest care and providing a really authentic customer experience</p>
Salary/Benefits:	9.80 p/h, 10.80 p/h Sunday Rate
How to Apply:	Apply through indeed or directly to the talent@gleneaglegroup.ie

### WAITING STAFF & BREAKFAST COOK

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

## HOTEL & CATERING

### EXPERIENCED BAR TENDER

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Employer:	The Brehon
Location:	Killarney
Job Summary:	We are currently recruiting for experienced Bar Tenders to join our award winning team at The Brehon, Killarney. We can offer full and flexible hours designed to suit your work life balance.
Requirements:	<p>Serve beverages including cocktails and food to our guests.</p> <p>Ensure that consistent standards of service are maintained at all times</p> <p>Being aware of the beautiful locality in which we live and work, and telling our guests about your favourite bits</p> <p>Use your knowledge to take accurate orders and work with the kitchen team to serve bar food in a timely manner</p> <p>Participate as part of the team and take pride in your work environment, ensuring that the bar is kept well stocked and to a very high standard of cleanliness</p>
Salary/Benefits:	9.80 p/h, 10.80 p/h Sunday Rate, €2 premium after midnight
How to Apply:	Apply through indeed or directly to the talent@gleneaglegroup.ie

### RECEPTIONIST

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Employer:	The Gleneagle
Location:	Killarney
Requirements:	We are seeking a friendly, outgoing experienced receptionist for The Gleneagle Hotel in Killarney. Previous hotel reception experience is essential. This is a full time role working 5 days over 7 including weekends.
Duties:	<p>Checking-in and out of guests</p> <p>Dealing with guest queries ensuring that they are aware of all of the facilities of the hotel and attractions in the local area</p> <p>Balancing guests' accounts</p> <p>Invoicing</p> <p>Providing excellent customer service for our guests</p> <p>Assist in training of new staff</p>
How to Apply:	Apply through indeed or directly to the talent@gleneaglegroup.ie

## HOTEL & CATERING

### THE KILLARNEY PARK HOTEL

<b>Vacancies:</b>	<p><b>HEALTH &amp; FITNESS CLUB ATTENDANT</b> 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.</p> <p><b>ACCOMMODATION ASSISTANT, FULL TIME/PART TIME</b> Previous experience preferable Excellent customer care skills &amp; Fluent English. Attention to detail and High Standards Evening Hours also available.</p> <p><b>FOOD &amp; BEVERAGE PERSONNEL, FULL TIME/PART TIME</b> Previous Experience in Food &amp; Beverage essential Excellent Customer Care Skills Fluent English and Good communication Skills.</p> <p><b>CHEF DE PARTIE &amp; DEMI CHEF</b> 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&amp; Passion for food. Desire to work in a 5 Star property.</p> <p><b>COMMIS CHEF, FULL TIME/PART TIME</b> May suit 1st Year Culinary Arts Students Passionate about food, Fluent English Team player &amp; Good time keeper.</p>
<b>How to Apply:</b>	<p>Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town Centre, Killarney, Co. Kerry.</p> <p>Or stop by the hotel to fill out an application form before the 28th August, 2019.</p>

## CHILDCARE & EDUCATION

### CHILDCARE POSITIONS

<b>Employer:</b>	Ballyspillane Community & Family Resource Centre CLG, Killarney
<b>Positions:</b>	<p>CHILDCARE ASSISTANTS full time post (30+ hours) 12months Contract</p> <p>CHILDCARE ASSISTANT part-time post (20 hrs weekly) 12 months Contract</p> <p>Childcare ASSISTANT part-time post (20 hrs weekly) 12 months Contract</p> <p>Childcare Homework CLUB ASSISTANT part-time post (11 hrs weekly) 38 weeks contract</p> <p>CHILDCARE RELIEF STAFF to cover for annual leave and sick leave</p>
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• Min Fetac Level 5 Childcare QQI Qualifications</li> <li>• Knowledge of Policies, Procedures, Childcare Regulations</li> <li>• Excellent communication skills with children, parents and outside agencies.</li> <li>• Strong ability to work as part of a dynamic team and be flexible.</li> <li>• Knowledge and experience of Curriculum development, planning and evaluation</li> <li>• Ability to assist the Childcare Centre Manager and staff to implement the curriculum</li> <li>• Experience desirable but not essential of working or caring for children within a childcare setting.</li> </ul>
<b>How to Apply:</b>	<p>Please forward your CV &amp; cover letter by post (specifying the position you are applying for) to The Recruitment Sub-Group: Ballyspillane Community &amp; Family Resource Centre CLG, Killarney Co Kerry Tel. No: 064-6635589; E-mail <a href="mailto:ballyspillanecfrc@gmail.com">ballyspillanecfrc@gmail.com</a></p>
<b>Closing Date:</b>	Wednesday, 4th of September 2019

## GENERAL OPERATORS, DRIVERS

### APPRENTISHIPS 2020

Employer:	Liebherr
Location:	Killarney
Job Summary:	<p><b>Electrical Engineer and Installation</b> including HV and LV systems, circuit Theory, Automation, PLC's, IT Technology, Variable Speed Drive systems and the use of Instrumentation. Skills will include plant and machinery installation and start up, Maintenance and repairs, including the servicing and assemble of machines at site</p> <p><b>Mechanical Automation Maintenance Fitter (MAMF)</b> Plant and machinery installation maintenance and repairs, fabrication of components, along with servicing and assembly of machines. The use of machines and processes which involve integral of computer, electric and programmable control systems is an integral part of the programme.</p> <p><b>Metal Fabrication</b> and joining technologies of components for large steel structures. It will encompass processes such as MMA. MIG/MAG and TIG welding along with fabrication theory practical work and engineering drawing. They will be trained in the use of heavy fabrication machines such as guillotines, press brakes, band saws and iron workers to fabricate and weld various components of our product</p>
How to Apply:	<p>Forward the following documentation to <a href="mailto:apprenticerecruit.lcc@liebherr.com">apprenticerecruit.lcc@liebherr.com</a></p> <ul style="list-style-type: none"> <li>• Up to date CV</li> <li>• Copy of Junior and Leaving Certificate exam results</li> <li>• Cover letter specifying the role (Electrical apprentice; MAMF apprentice; Metal Fabrication apprentice) that you are interested in, and why you chose this career path</li> <li>• Copies of any other documents such as training certs, references, project details, awards etc. that you feel will enhance your application</li> </ul> <p>Further Information</p> <ul style="list-style-type: none"> <li>• Applicants must be 16 years or over on the 01.01.2020</li> <li>• Canvassing will disqualify</li> </ul>
Closing Date:	6th September 2019

## GENERAL OPERATORS, DRIVERS

### APPRENTICES

Employer:	TORC PRECISION ENGINEERING LTD
Jobs Summary:	<p>We are looking for enthusiastic and hard working people to join our team on four year SO-LAS QQI Level 6 apprenticeship.</p> <p>We offer positions in both Mechanical Automation &amp; Maintenance Fitting Apprenticeships &amp; Metal Fabrication Apprenticeships</p>
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: <a href="mailto:sales@torcengineering.com">sales@torcengineering.com</a>

## OTHER VACANCIES

### POSITIONS AT KC PRINT

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Employer:	KC Print Ltd, Killarney, is holding a recruitment open morning on Monday, 2nd of September 2019 at 10.00 am by invitation only.
Positions:	WAREHOUSE / STORE PERSON GENERAL & TECHNICAL OPERATIVES PRESS HELPERS PRINT OPERATIVE PRE - PRESS
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: <a href="mailto:katrina@kcprint.ie">katrina@kcprint.ie</a> or mail to: Upper Lissivigeen Killarney, Co. Kerry, V93 XA70

### PROFILE DEVELOPMENTS

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Employer:	The Palladio Door Collection
Location:	Limerick
Job summary:	Have the following vacancies, Skilled / Semi Skilled Carpenters, CNC Operators
How to Apply:	Applications to: <a href="mailto:personnel@profileddevelopments.com">personnel@profileddevelopments.com</a>

### APPRENTICE MECHANICAL FITTER

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Location:	Tralee/ Killarney
How to Apply:	Apply to Box No. 3450 Kerry's Eye Newspaper Ashe Street Tralee

### RETAIL

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Employer:	McGuirks Golf
Location:	Tralee
Requirements:	Full time & part time staff wanted Golf experience essential
How to Apply:	Send CV to <a href="mailto:john.maunsell@mcguirksgolf.com">john.maunsell@mcguirksgolf.com</a>



## OTHER VACANCIES

### TEACHING PRINCIPAL

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Employer:	Community National Schools
Location:	Ballinskelligs
Requirements:	Applications are invited from suitable qualified persons for the following permanent whole-time post of Teaching Principal Kerry ETB Scoil an Ghleanna Pobal Scoil Naisiunta, Ballinskelligs, Co. Kerry, Roll Number - 08147A
How to Apply:	Please complete application form which can be downloaded from our website <b><a href="http://www.kerryetb.ie/opportunities">www.kerryetb.ie/opportunities</a></b> and return by email only to <b><a href="mailto:jobs@kerryetb.ie">jobs@kerryetb.ie</a></b> No CV'S only official application form will be accepted.
Closing date:	12 noon Monday 2nd September 2019

### FAMILY SUPPORT / COMMUNITY DEVELOPMENT WORKER (17.5 HRS, REFERENCE NO: 001)

#### FAMILY SUPPORT WORKER (14 HRS, REFERENCE NO: 002)

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Employer:	Maine Valley Family Resource Centre
Location:	Castlemaine, Co. Kerry
Job Summary:	Both the above part time positions will work closely with the Project Co-ordinator to help the Centre implement its Work Plan.
Requirements:	<p>A relevant third level qualification – minimum Level 6 (for example, Family Support Practice or Community Development);</p> <p>A minimum of 2 years' experience, post qualification, of providing family support in a community-based setting, including experience of:</p> <ul style="list-style-type: none"> <li>• liaising / networking with community, voluntary and statutory agencies;</li> <li>• delivering programmes, activities and/or services to groups;</li> <li>• providing one-to-one supports directly to parents/families; ideally including familiarity with Meitheal (TUSLA's National Practice Model)</li> <li>• delivering parent support programmes;</li> <li>• providing information and support to individuals and groups;</li> <li>• organising community events;</li> </ul> <p>Proven experience in accessing funding; Excellent IT, social media and report writing skills; Access to own transport and a full clean driving licence.</p>
How to Apply:	To request further information and an application form, quoting ref number, please contact: Recruitment Email: <a href="mailto:mainevalley@hotmail.com">mainevalley@hotmail.com</a> , Tel: 0860580019
Closing Date:	Monday, 9th of September 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 16<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 30<sup>th</sup>  
 & October 1<sup>st</sup> 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 29<sup>th</sup> 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](mailto: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.

As Kallia O'Meara  
 Department of  
 Education and Skills

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.



**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



**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](mailto: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 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.

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For Further Information  
 go to [www.skillsnet.ie](http://www.skillsnet.ie)  
 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.
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
Grounds Person	—	1	18/09/2019	2120575

## 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

## 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





# Taking Control WORKSHOP

*Meeting Life's hurdles head on*



**TAKING CONTROL IS ABOUT YOU  
AND YOUR RESOURCES**

**Venue** *Fertha View Day Centre, Cahersiveen*

**Time** *10 am to 4pm (break at 12.30)*

**Date** *Wednesday 28<sup>th</sup> August*

**TO BOOK YOUR PLACE PLEASE CALL/TEXT Mairead Egan 0860411381 or Email**  
**[Megan@shine.ie](mailto:Megan@shine.ie) as spaces are limited**



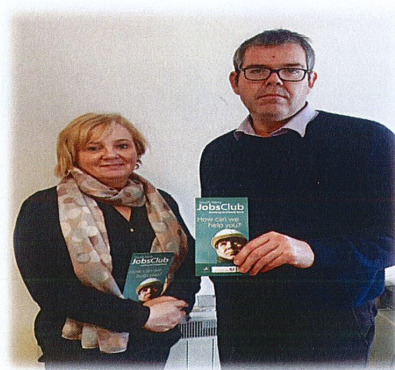
## South Kerry Jobs Club



**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)**



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](mailto:info@skdp.net)

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in Killarney.*

*And is available from all SKDP offices*

*Or*

*From our Website*

*Or*

*Like us on Facebook to receive notification of publication*

*Or*

*Contact us on the email below to be added to our mailing list*

[www.southkerry.ie](http://www.southkerry.ie)

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



**Do you wish to have a job included in the next  
issue of the South Kerry LES Jobs Sheet?**

Send us the job details,

To include:

Job Title, Location, Requirements, How to Apply and Closing Date

**\*\*Any jobs received after 1p.m. on Thursdays are not guaranteed to be published\*\***

Email: [jobsheet@southkerryiles.ie](mailto:jobsheet@southkerryiles.ie)



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.



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

