

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/MANAGEMENT

HUMAN RESOURCE GENERALIST

Employer: The Palladio Doors

Requirements: The Ideal Candidate

- Graduate education within a business/HR discipline
- Ideally a minimum of 2 years working as HR Administrator HR Business Partner
- Experience of working in a fast-paced environment and a love of change
- Demonstrate articulate and professional communication style
- Strategic thinker and planner, supporting the functional change for the future
- Confidentiality, communication skills, positive attitude

How to Apply: Application by CV to personnel@profiledevelopments.com

PROPERTY ADMINISTRATOR

Employer: REA Coyne & Culloty

Location: Killarney

Requirements: Strong organisational & administrative skills with high attention to details & accuracy.
Excellent communication skills & time management
Ability to manage multiple projects
Advanced in Microsoft Office, Excel & Word, Publisher an advantage
Own car and full driving licence an advantage

How to Apply: Please forward your CV to reacoyne-culloty@gmail.com

BUSINESS SUPPORT MANAGER

Employer: Cara Sports Inclusion Ireland

Requirements:

- A relevant third Level qualification in a business management related field
- 3 years' experience in office management, financial management and administration with proficiency in using online management systems
- Excellent IT skills, proficient in Microsoft Office systems. (SharePoint, Outlook, Word, PowerPoint and Excel in particular)
- Excellent communication skills and the ability to collaborate with multidisciplinary partners

How to Apply: Suitable candidates should apply by completing the attached application, Please submit your application form electronically to Niamh Daffy, CEO at ndaff@caracentre.ie
Queries may be directed to Niamh Daffy at ndaff@caracentre.ie or 066 7145646

Closing Date: Friday 22nd November 2019

HOTEL & CATERING

ACCOMMODATION ASSISTANT/ LINEN PORTER

Employer: The Europe Hotel, Killarney

Requirements: The Europe Hotel & Resort are currently recruiting for the following roles:
Accommodation Assistant
Linen Porter

How to Apply: Should you wish to apply please register your CV & Cover Letter online at www.theeurope.com or contact us directly via email: jobs@killarneyhotels.ie

EXPERIENCED CHEF

Employer: The Country Market Restaurant

Location: Castleisland

Requirements: Experienced Chef Required at the Country Market Restaurant Castleisland

How to Apply: Apply with CV to Alice Fitzgerald 066 7141517

FOOD & BEVERAGE ASSISTANT/ ACCOMMODATION ASSISTANT

Employer: Castlemartyr Resort

Requirements: The 5 Star Castlemartyr Resort in East Cork are currently recruiting for a variety of roles including: Kitchen, Food & Beverage, Accommodation and more

How to Apply: For more details contact us at recruit@castlemartyrresort.ie or on 021 4219000

HEAD CHEF

Employer: Royal China Gourmet Chinese Restaurant

Location: 58 William Street, Listowel, Co. Kerry

Requirements:

- Must have at least 5 years' experience in similar role and International experience would be an advantage
- Must be hard working, a team player and capable of producing high quality food to both Departmental and internal standards

Salary/Benefits: €30,000 per annum

Hours: 39 per week

How to Apply: Apply by phone 068 24428 or email CV's to: yansongchen2019@gmail.com

SUPERVISOR/ WAITING STAFF/ BARISTA

Employer: Café Du Parc, Killarney

Requirements:

- Excellent customer service skills
- A good attitude & a friendly manner
- Fluent English required

How to Apply: Email your CV to: careers@odrhotels.com or phone 064 6621065

HOTEL & CATERING

BAR ATTENDANTS

Employer: The Ross
 Location: Killarney
 Requirements: Is now inviting applications for the following positons: Bar Attendants Minimum 2 years experience necessary
 How to Apply: All CV's to: Ciara.treacy@theross.ie

RESTAURANT SUPERVISOR

Employer: The Wallis Arms, Millstreet Town, Cork
 Requirements: Requires a Restaurant Supervisor

- Experience in a similar role essential
- Hours negotiable, will include weekends
- Excellent pay & conditions for the right candidate

 Bar & Waiting Staff Positions Also Available
 How to Apply: Send CV to: sheahan.billy@gmail.com or Phone 087 9944845

CHILDCARE

CHILDCARE ASSISTANT (PART-TIME)

Employer: Naíonra Lámha Beaga, Carnahone, Beaufort, Co Kerry
 Requirements: QQI Fetac Level 5 in childcare necessary; Previous childcare experience is preferable
 How to Apply: Please email your CV to naoinralambeaga@gmail.com

FAMILY SUPPORT WORKER

Employer: Maine Valley Family Centre
 Location: Castlemaine
 Requirements: The idea candidate should have:

- A relevant 3rd level qualification - minimum Level 6 (for example in Family Support Practice Community Development or a related discipline)
- A minimum of 2 years experience, post qualification, of providing family support in a community based setting
- Excellent IT, social media, communication and report writing skills
- Access to own transport and full clean driving licence

 Hours: 14 hours per week
 How to Apply: Please send your CV along with a covering letter outlining your experience relevant to the positon as outlined in the 'Person Specification' document. Please send your completed application by email to: mainevalley@hotmail.com marked FSW Recruitment in the
 Closing Date: Wednesday 20th November 2019

CHILDCARE

CHILDCARE ASSISTANT

Employer:	Gretas Childcare Annascaul
Requirements:	Part-Time Staff & Full-Time Staff Required <ul style="list-style-type: none"> • Experience required working in a creche preschool or after school setting is required • A minimum of FETAC Level 5 Childcare is required • Good team player & ability to work on own initiative essential
How to Apply:	Email your CV and a Cover Letter to gretabmccarthy@gmail.com
Closing Date:	Wednesday 20th November 2019

GENERAL OPERATORS, DRIVERS

ELECTRICIAN

Requirements:	Electrician Required For manufacturing plant in Kerry
How to Apply:	Send your CV to: electriciankerry@gmail.com

ARTIC DRIVER WANTED

Requirements:	Artic Driver Wanted Full EC Licence, CPC Card (all modules completed)
How to Apply:	Call 087 6545375

BUS DRIVERS

Requirements:	An Experienced Bus Drivers required for the Mid-Kerry area. Full clean drivers D or D1 licence essential. Immediate start Both Full and Part Time positions considered
How to Apply:	Please send detailed CV's to Killorglin LES, Library Place, Killorglin, Co. Kerry

MEDICAL PROFESSIONALS

REGISTERED STAFF NURSE

Employer:	Ocean View Retirement Nursing Home
Location:	Camp, Tralee
Requirements:	Ocean View Nursing Home are seeking: Registered Staff Nurse to join our established and professional care team
How to Apply:	To be selected for interview, please email CV to: oceanviewnh@gmail.com for further information , please call our management team on 066 7130267

MEDICAL PROFESSIONALS

CO-ORDINATOR RESIDENTIAL SERVICES (CNMII)

- Employer:** Saint John of God Community Services CLG, Kerry
- Requirements:** The successful candidate must have:
- A proven track record in the delivery of Person Centred systems services and supports
 - Excellent knowledge and understanding of relevant HIQA regulations and all other relevant legislation
 - Previous relevant experience of working with adults with an intellectual disability who have moderate severe to profound disabilities
 - A full, clean driving licence suitable for manual vehicles
- Hours:** 39 hours per week
- How to Apply:** Interested candidates should apply by forwarding CV and Cover Letter to the Human Resource Department by email only to: sjogkerry.recruitment@sgog.ie please state the role that you are applying for in the subject line
- Closing Date:** Friday 22nd November 2019

COMMUNITY TRANSITION CO-ORDINATOR

- Employer:** Saint John of God Community Services CLG, Kerry
- Requirements:** (Initial Assignment 2 Years Fixed Term) The successful candidate must have:
- Qualification in Social Care, Healthcare or Nursing
 - Must have a minimum of two years' experience in working and supporting people with intellectual disabilities
 - Proven experience and ability to properly discharge the functions of the role
 - A full clean drivers licence for manual vehicles is essential
- Hours:** 39 hours per week
- How to Apply:** Interested candidates should apply by forwarding CV and Cover Letter to the Human Resource Department by email only to: sjogkerry.recruitment@sgog.ie please state the role that you are applying for in the subject line
- Closing Date:** Friday 22nd November 2019

PRACTICE NURSE

- Location:** Killarney
- Requirements:** Seeking to recruit a Full-Time Practice Nurse to join our team
Practice Nursing experience is preferable but training can be provided
- How to Apply:** Apply with CV to P.O Box: 3723, Killarney Advertiser, High Street, Killarney, Co. Kerry

MEDICAL PROFESSIONALS

STAFF NURSES

Employer: Saint John of God Community Services CLG, Kerry

Requirements: (Full-Time/Part-Time, Permanent/Fixed Term/Relief Contracts)

The successful candidate requires:

- RNMH/RNID qualifications or other suitable nursing qualifications and to be a Staff Nurse on the current register as maintained by An Bord Altranais
- 1-2 years relevant experience of supporting people with an intellectual disability is an advantage
- Must have a full clean driver's licence for a manual vehicle, D licence would be an advantage

How to Apply: Interested candidates should apply by forwarding CV and Cover Letter to the Human Resource Department by email only to: sjogkerry.recruitment@sgog.ie please state the role that you are applying for in the subject line

Closing Date: Friday 22nd November 2019

CARE ASSISTANTS

Employer: Saint John of God Community Services CLG, Kerry

Requirements: (Full-Time/Part-Time, Permanent/Fixed Term/Relief Contracts)

The successful candidate requires:

- Certificate in HealthCare Support at FETAC Level 5
- He/She supports and assists in all activities of daily living in line with the needs and wishes of the individual as outlined in an agreed care plan
- Acting as an advocate for residents and promoting social interaction with the community
- Must have a full clean driver's licence for a manual vehicle, D licence would be an advantage

How to Apply: Interested candidates should apply by forwarding CV and Cover Letter to the Human Resource Department by email only to: sjogkerry.recruitment@sgog.ie please state the role that you are applying for in the subject line

Closing Date: Friday 22nd November 2019

OTHER VACANCIES

TEMPORARY VISITOR GUIDE/ NATIONAL PARK & WILDLIFE

Employer:	Department of Culture, Heritage and the Gaeltacht
Requirements:	<p>Suitable qualified candidates to form panels for Temporary Visitor Guides from which current/ future vacancies in the following locations</p> <ul style="list-style-type: none"> • Ballycroy National Park • Connemara National Park • Glenveagh National Park • Killarney National Park (Muckcross House and Killarney House) • Mid-West Region (between Burren National Park, Dromore Wood and Coole Park Nature Reserves) <p>These are temporary seasonal posts. Depending on the Location of the vacancy; the contract dates and durations will differ so some interviews may be held sooner than others</p>
How to Apply:	Further details and application forms are available at www.chg.gov.ie/heritage/national-parks-wildlife or may be requested from hr@chg.gov.ie
Closing Date:	Thursday 5th December 2019

SALES & MARKETING

SALES EXECUTIVE, TRAINEE SALES EXECUTIVE

Employer:	Autopoint Motor Group, Tralee
Requirements:	<p>Minimum 2 years sales experience</p> <p>Full clean driving licence essential</p> <p>Strong focus on customer care and retention</p> <p>Effective time management with an ability to plan and organise daily selling activity to secure new business</p> <p>A positive, can-do attitude, Self-motivation</p> <p>Ability to work in a team environment</p>
How to Apply:	<p>Please send your CV to Autopoint Motor Group, Dromtacker, Tralee, Co Kerry</p> <p>Email: caroline@autopointmotorgroup.com</p>

SALES & MARKETING

ADVERTISING SALESPERSON

Employer:	Killarney Advertiser, Killarney
Job Details:	Lead face to face sales with new and existing customers Manage advertising & print bookings Required to rotate front desk/customer service duties
Requirements:	'Can do' attitude Eager to succeed Excellent administration skills Ideally you will have one years' experience in advertising sales
How to Apply:	Apply with CV & cover letter to: sales@killarneyadvertiser.ie

COMMERCIAL SALES PERSONS

Employer:	LabWorks
Location:	Tralee
Requirements:	The ideal candidate will possess the following: <ul style="list-style-type: none">• A background in commercial sales development and negotiation in a technical field• Proven ability to create new relationships and to identify business opportunities both in the field and through e-commerce portals• Knowledge of MS Office suite and the ability to generate commercial proposals, both on the road and from our office base• Excellent communication and presentation skills are essential• Ability to prioritise and efficiently manage their workload• A full clean valid driving licence is essential
How to Apply:	Please email your CV to: admin@labworks.ie at the earliest opportunity. With reference Novice or Experienced commercial sales person in the subject line

TEACHERS, TUTORS, TRAINERS

HOME ECONOMICSTEACHER, COLAISTE NA SCEILGE

- Employer:** Kerry Education & Training Board (Kerry ETB)
- Requirements:** Candidates proposed for appointment with Kerry Education Board must be registered in accordance with section 31 of the Teaching Council Act, 2001.
Applicants are requested to submit Confirmation of Teaching Council Registration outlining subjects qualified to teach and proof of current registration with their application form
- Hours:** 22 hours per week
- How to Apply:** Please complete application form which can be downloaded from this website www.kerryetb.ie/opportunities and return by email only to: jobs@kerryetb.ie No CV's only official application form will be accepted
- Closing Date:** Monday 18th November 2019

EXAMINATION INVIGILATORS

- Employer:** Kerry Education & Training Board (Kerry ETB)
- Requirements:** The Successful Applicants Will Have:
- Invigilate and supervise at examinations to ensure appropriate conduct in examinations,
 - Administer associated processes and tasks to ensure the efficient operation of examinations
 - Excellent ability to communicate in spoken and written English
 - Be highly organised with a high level of attention to detail and discretion
 - Ability to work to tight deadlines in a pressurised environment is essential
- How to Apply:** Please complete application form which can be downloaded from kerry ETB website www.kerryetb.ie/opprtunities and return by email only to jobs@kerryetb.ie No CV's only official application form will be accepted
- Closing Date:** Monday 25th November 2019

INFORMATION TECHNOLOGY INSTRUCTOR/ COMPUTER AIDED DESIGN INSTRUCTOR/ FIXED TERM HORTICULTURE INSTRUCTOR

- Employer:** Kerry Education & Training Board (Kerry ETB)
- Requirements:** Applications are invited from suitable qualified persons:
- Permanent Information Technology Instructor
 - Permanent Computer Aided Design Instructor
 - 2 year Fixed Term Horticulture Instructor
- How to Apply:** Application form, Job Description can be downloaded from our website www.kerryetb.ie/opportunities No CV's only official application form will be accepted Applications by **email only**
- Closing Date:** Thursday 28th November 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.
Childcare Assistant	Ardfert	1	20/12/2019	2129679
Cleaner	Ballymacelligott	1	–	2105651
Cook	St Brigid's	1	06/12/2019	2129699
Caretaker	Brosna	1	–	2108122
Childcare Assistant	Camp	1	20/12/2019	2129683
Youth Work Assistant	Cahersiveen	–	–	2124677
Childcare Assistant	Castledrum	1	20/12/2019	2129684
Childcare Assistant	Castleisland	1	20/12/2019	2129686
Youth Work Assistant	KDYS, Castleisland	–	–	2124678
Maintenance	Firies Castleisland	1	–	2105648
Maintenance	Currow	2	–	2108117
Cleaner	An Riocht, Castleisland	1	–	2105650
Bookkeeper	An Riocht, Castleisland	1	–	2108517
Receptionist	An Riocht, Castleisland	1	–	2108518
Childcare Assistant	Cumann Iosaef	1	20/12/2019	2129687
Childcare Assistant	Killorglin FC	1	20/12/2019	2129689
Grounds Person	Kilgarvan Community Development Ltd	1	06/12/2019	2125027
Bus Driver	Killorglin Day Care Centre	1	06/12/2019	2128390
Sports Co-Ordinator Assistant	Killorglin Sports Complex	1	11/12/2019	2128710
Sports Ground Worker	Fitzgerald Stadium	4	–	2123876
PR & Marketing Assistant	Fitzgerald Stadium	–	–	2128285

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.
Centre Porter	Listowel	1	06/12/2019	2129703
Childcare Assistant	Listry	1	20/12/2019	2129690
Childcare Assistant	Rathmore	1	20/12/2019	2129691
After School Assistant	Rath Oraigh, Tralee	1	20/2/2019	2129701
Childcare Assistant	Scartaglen	1	20/12/2019	2129694
Childcare Assistant	Shanakill	2	20/12/2019	2129695
Childcare Assistant	St Brigid's, Tralee	1	20/12/2019	2129696
Childcare Assistant	Waterville	1	20/12/2019	2129698



Are You Unemployed? Are You Interested in Starting your Own Business?



The BTWEA may be suitable for you!

Back to Work Enterprise Allowance (BTWEA) Information Mornings

Every **Thursday Morning - 9am to 12noon**

South Kerry Development Partnership CLG Office, Library Place, Killorglin

The BTWEA assists unemployed people and others in receipt of certain Social Welfare payments to become Self Employed. People who qualify and are setting up their own business may retain a percentage of their social welfare payment for Up To 2 Years.

Contact Joanne Griffin, Enterprise Officer on 087 6152660 or jgriffin@skdp.net to arrange an appointment

Or Simply CALL IN—Every THURSDAY MORNING - 9am to 12noon - SKDP OFFICE, KILLORGLIN



Rialtas
na hÉireann
Government
of Ireland

Tionscadal Éireann
Project Ireland
2040



The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

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. Tel: 066 9472724	SKDP CLG 37A High St., Killarney. Tel: 064 6636572	SKDP CLG Library Place, Killorglin. Tel: 087 4146379	SKDP CLG 21 Henry St., Kenmare. Tel: 064 6641930



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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

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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 5p.m. on Thursdays are not guaranteed to be published****

Email: jobsheet@southkerryles.ie



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