

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, FINANCE, MARKETING

MANAGEMENT ACCOUNTANT

- Employer: The Mark Group
- Location: Coolea, Macroom Co. Cork
- Requirements: Part or fully qualified (ACCA, CIMA, ICAI, ICPAI) to manage the financial function and provide support to the Managing Director within this commercial organisation.
- How to Apply: Apply by email to: poconaola@markeire.com
- Closing Date: Before 27th November

ADMINISTRATION/OFFICE/MANAGEMENT

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 reacoyneculloty@gmail.com

MEDICAL SECRETARY/ ADMINISTRATOR

- Location: North Kerry, West Limerick
- Requirements: Required for Part-Time Position:
General Practice experience of patient management software and medical administration an advantage
- How to Apply: Please forward CV by email to: jlsbusinessserv@gmail.com

ADMINISTRATION/OFFICE/MANAGEMENT

PROJECT ADMINISTRATOR

Employer:	South Kerry Development Partnership (SKDP)
Location:	MacGillycuddy Reeks
Requirements:	<p>MacGillycuddy Reeks Locally Led EIP Agri-Environment Scheme - Project Administrator</p> <ul style="list-style-type: none"> • Applicants should have good standard of education, possess excellent administrative, organisation & I.T skills, • Have at least three years' experience of working in an administrative and accounts capacity in a busy office environment • Possess a high degree of numeracy skills, and have excellent communication , interpersonal and analytical skills • Applicants must hold a current full driving licence, have suitable transport and have a reasonably flexible approach to working hours
Hours:	Part-Time (15 - 22.5 hours per week)
How to Apply:	CV and Cover Letter should reach Noel Spillane, Chief Executive Officer, South Kerry Development Partnership CLG West Main Street, Caherciveen, Co. Kerry
Closing Date:	Friday 29th November 2019

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

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

HOTEL & CATERING

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

LEISURE CENTRE ATTENDANT (PART-TIME)

Employer: O'Donoghue Ring Hotels

How to Apply: Please forward your CV and references to hr@odrhotels.com

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

SUPERVISOR/WAITING STAFF/BARISTA

Employer: Café du Parc

Location: Killarney

Requirements: Excellent customer service skills, Fluent English required

How to Apply: All CV's to: careers@odrhotels.com or phone 064 6621065

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

GENERAL OPERATORS, DRIVERS

FURNITURE DELIVERY PERSON (PART-TIME)

Requirements: Lifting and assembly of furniture
Experience preferable

How to Apply: Please call 087 290 04 62

ELECTRICIAN

Requirements: Electrician Required
For manufacturing plant in Kerry

How to Apply: Send your CV to: electriciankerry@gmail.com

CRAFT STONEMASON & STONECUTTER

Employer: The Office of Public Works

Requirements: In the National Monuments service Killarney district of The Office of Public Works
(based in the short to medium term at the OPW sub-depot Askeaton, Co. Limerick)
Competition Reference: 2019069

How to Apply: Application forms are available at www.opw.ie

Closing Date: Tuesday 3rd December 2019

MEDICAL PROFESSIONALS

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

CARE SUPPORT WORKERS

Employer: Kerry Cheshire

Requirements: You must also be working towards or hold

- FETAC Level 5 care related qualification or willing to complete a
- FETAC Level 5 care related qualification
- Full clean driving licence is essential

How to Apply: Please forward a detailed CV Via Email To: karenodonoghue@chesire.ie Or send to Karen O'Donoghue, Kerry Cheshire, St. Margaret's Road, Killarney, Co. Kerry

Closing Date: Friday 29th November 2019

OTHER VACANCIES

TEMPORARY VISITOR GUIDE/ NATIONAL PARK & WILDLIFE

- Employer:** Department of Culture, Heritage and the Gaeltacht
- Requirements:** Suitable qualified candidates to form panels for Temporary Visitor Guides from which current/ future vacancies in the following locations
- 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)
- 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
- 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

HEAD GREENKEEPER

- Employer:** Castlegregory Golf & Fishing Club
- Location:** Tralee
- Requirements:** He/She will be highly motivated and hardworking, and have the ability to effectively communicate, lead and develop the course. Head Greenkeepers will be directly responsible for the to day running of the golf course and grounds and the management of the Club's green keeping team
- How to Apply:** Apply with CV and Cover Letter to: Secretary/Manager Tommy King: castlegregorygolfclub30@gmail.com
- Closing Date:** Friday 29th November 2019

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

SALES EXECUTIVE, TRAINEE SALES EXECUTIVE

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

COMMERCIAL SALES PERSONS

- Employer:** LabWorks
- Location:** Tralee
- Requirements:** The ideal candidate will possess the following:
- 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

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/opprtunities 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	Farranfore	2	24/11/2019	2127628
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

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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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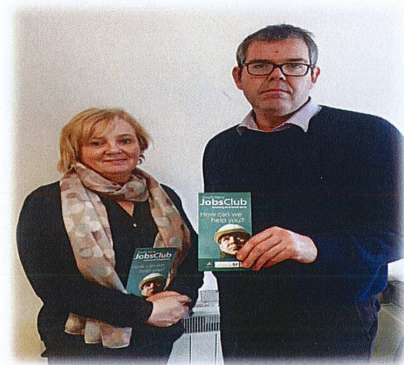
South Kerry Jobs Club



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

*The Jobs Sheet is published weekly by
South Kerry Local Employment Services*

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

Email: jobsheet@southkerryles.ie



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