

# 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 (CV'S)  
⇒ 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

### CREDIT UNDERWRITING OFFICER

Employer: Finance for You

Requirements:

- Strong communication & interpersonal skills
- Proficient computer skills and ability to multi-task
- Third level/QFA/Financial/Accountancy qualification or experience
- The ability to pay strong attention to detail, as accuracy is vital
- Good organizational skills with a proven ability to prioritise tasks
- Display personal commitment, effort, motivation and initiative in all business dealings

How to Apply: Juliette Fleming @ [jfleming@financeforyou.ie](mailto:jfleming@financeforyou.ie)

### ARREARS TEAM

Employer: Finance for You

Requirements:

- Strong communication and interpersonal skills,
- Previous experience in a client – customer facing role,
- Proficient computer skills & ability to multi-task,
- Third level/QFA/financial qualification offers a distinct advantage

How to Apply: Juliette Fleming @ [jfleming@financeforyou.ie](mailto:jfleming@financeforyou.ie)

## ADMINISTRATION/OFFICE/MANAGEMENT

### ACCOUNTS/OFFICE ADMINISTRATOR ASSISTANT

Employer: Ocean view nursing home

Location: Tralee

Requirements:

- High proficiency in Microsoft Office (especially Word & Excel)
- Excellent numerical skills, with high attention to detail
- Experience with payroll an advantage

How to Apply: Email CV to [oceanviewnh@gmail.com](mailto:oceanviewnh@gmail.com) or call 066 7130267

### LEGAL SECRETARY/ RECEPTIONIST

Requirements: Required immediately on short term contract

Location: Killarney

How to Apply: Please send CV in confidence to: Lynch & Bradley, Solicitors, 71 New Street, Killarney, Co. Kerry

## ADMINISTRATION/OFFICE/MANAGEMENT

### CLIENT SERVICES ADMINISTRATOR

- Requirements:** Experienced Client Services Administrator with a minimum of 5 years required for nationwide business with offices in Newcastle West
- Microsoft packages particular Word, Outlook, Excel and PowerPoint
  - Multitasking in a busy work environment
  - Written & oral communication
  - Positive attitude
  - Responsible, mature person with high standards

**How to Apply:** Email application with CV to: [deirdre@kaly.ie](mailto:deirdre@kaly.ie)

**Closing Date:** Tuesday 10th December 2019

### LEGAL SECRETARY/ EXECUTIVE

**Employer:** Cashell Solicitors

**Location:** Tralee

- Requirements:** The successful candidate should have:
- Excellent typing skills. Ideally a full time basis but part or flexi time will be considered for right candidate
  - Training to legal work can be provided to a candidate willing and interested in a career as a Legal Secretary/ Executive
  - Immediate start

**How to Apply:** Please email a CV and cover letter to: [info@cashellsolicitors.ie](mailto:info@cashellsolicitors.ie)

## HOTEL & CATERING

### WAITING STAFF

**Employer:** Giovannelli Restaurant

**Location:** Killorglin

**How to Apply:** Email: [antoinewtegiovannelli@yahoo.ie](mailto:antoinewtegiovannelli@yahoo.ie) Or call: 087 6232497

### KITCHEN ASSISTANT

**Employer:** Bellview Woods Childcare

**Location:** Killarney

- Requirements:**
- Experience in a similar kitchen setting an advantage
  - HACAPP Certification (training will be provided)
  - Full Clean Driving Licence
  - Garda Vetting & Police Vetting (If appropriate)

**Hours:** 25 - 30 per week

**How to Apply:** Apply via CV to [bellviewwoods@bestcreche.ie](mailto:bellviewwoods@bestcreche.ie)

## CHILDCARE

### EARLY YEARS EDUCATOR

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Employer: Bellview Woods Childcare

Location: Killarney

Requirements:

- Min Fetac Level 5 in Childcare
- Experience in a childcare setting desirable
- Garda Vetting & Police Vetting (If appropriate)

Hours: Min 15 - 40 per week

How to Apply: Apply via CV to bellviewwoods@bestcreche.ie

## GENERAL OPERATORS, DRIVERS

### QUALIFIED ELECTRICIANS & APPRENTICE ELECTRICIANS

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Requirements: Required for January start on an ongoing basis

How to Apply: Apply Box, 3727, Killarney Advertiser, High Street, Killarney

### WAREHOUSE OPERATIVE

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Employer: Irish health foods ltd

Location: Ballyvourney, Cork

Requirements:

- Responsible for general warehouse duties.
- Must be motivated and a good team player.

How to Apply: Please forward CV with references to jobs@iihealthfoods.com

### POLISHED CONCRETE FLOOR SERVICE

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Employer: Atlantic Construction Services

How to Apply: For more details: michael@atlantic-cs.ie or gavin@atlantic-cs.ie www.atlantic-cs.ie  
Tel: 087 9978586

## MEDICAL PROFESSIONALS

### REGISTERED NURSE

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Employer: Ocean view nursing home, Tralee

Hours: Full-time

Requirements: RGN with a genuine passion for care of the older adult

How to Apply: Email CV to oceanviewnh@gmail.com

## MEDICAL PROFESSIONALS

### NURSE ON CALL

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- Location: Tralee
- Requirements: Work available now for RGNs, RCNs, RMs, RPNs and RNIDs.  
New Graduates and nurses returning to work also welcome Student/Midwives & Care Assistants (QQI Level 5 - formerly FETAC)
- Hours: Pick and choose your own hours
- How to Apply: Apply with CV to [corkoffice@nurseoncall.ie](mailto:corkoffice@nurseoncall.ie)  
For more information call 021 4222830
- Closing Date: Wednesday 4th December 2019

## OTHER VACANCIES

### HOUSE KEEPER (PART TIME)

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- Requirements: The role entails:
- Dishwasher washing machine & tumble dryer, ironing, vacuuming, dusting
  - Interior floor cleaning, interior window cleaning, bedrooms and bathrooms
  - Grocery shopping (minimal), laundry drop-off and collection etc.
- Hours: 15 - 20 hours per week across 4 - 5 days
- How to Apply: Own transport an advantage. Traceable references required. English spoken to a high level required Text or call Ann at 087 6766409

### CUSTOMER CARE TEAM LEAD

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- Employer: Schoolbooks.ie
- Location: Tralee, Co. Kerry, Ireland
- 3-5 years of Customer Service Team Management Experience  
Fluency in written and spoken English
- How to Apply: email your CV and cover letter to [jobs@schoolbooks.ie](mailto:jobs@schoolbooks.ie)
- Closing Date: 3<sup>rd</sup> January 2020

### SPA THERAPIST

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- Employer: Park Hotel
- Location: Kenmare
- How to Apply: Send CV to [info@parkkenmare.com](mailto:info@parkkenmare.com)

## SALES & MARKETING

### SHOP ASSISTANT & DELI PERSONNEL

Employer:	Gala
Location:	The Courtyard Killarney
Requirements:	We are now recruiting additional staff to be part of the store with the emphasis on very competitive priced fresh produce and industry leading Customer Service. Retail stores in Cork and Kerry
How to Apply:	If you feel you have the necessary experience or are willing to learn, please send your CV in the strictest confidence to <a href="mailto:colm@prestigebrands.ie">colm@prestigebrands.ie</a> or send to Gala, The Courtyard, Killarney

## TEACHERS, TUTORS, TRAINERS

### TRALEE LCA YOUTHREACH RESOURCE WORKER

Employer:	Kerry Education & Training Board (Kerry ETB)
Requirements:	<ul style="list-style-type: none"> <li>• 3rd Level Degree (Level 8 or equivalent) in Education or a related field</li> <li>• Ability and experience in the delivery of LCA Curriculum in ICT, Leisure &amp; Recreation</li> <li>• Experience in working with vulnerable young people in an informal education setting</li> <li>• Experience of assessing literacy needs, devising, delivering and evaluating individual learning plans</li> <li>• Fluency in English, both written and verbal</li> </ul>
Hours:	37 hours per week
How to Apply:	Please complete application form which can be downloaded from this website <a href="http://www.kerryetb.ie/opportunities">www.kerryetb.ie/opportunities</a> and return by email only to <a href="mailto:jobs@kerryetb.ie">jobs@kerryetb.ie</a> No CV's only official application form will be accepted
Closing Date:	Monday 16th December 2019

### RELIEF INSTRUCTORS

Employer:	Tralee Community Training Centre
Requirements:	In 2020 in the following vocational subjects: Hospitality & Catering Studies, Hairdressing, Health & Fitness, Information Technology, Mathematics, Science, Technical Drawing and Woodwork Applicants should have a recognised qualification and experience of delivering QQI Level 3 and 4 modules in any of the above
How to Apply:	A letter of application and CV should be sent to the General Manager, Tralee Community Training Centre
Closing Date:	Monday 16th December 2019

**TEACHERS, TUTORS, TRAINERS****SUPPORT EARLY YEAR TEACHER**

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Employer: Naíonra Faithleann

Location: Killarney

Requirements:

- Min Fetac Level 5 in childcare
- A good standard of Irish is desirable (but not necessary)
- Post subject to Garda Vetting

Hours: 15 hours per week

How to Apply: Apply via CV to Aoife Murphy [naionrafaithleann@eircom.net](mailto:naionrafaithleann@eircom.net)

## 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
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
Cleaner	Ard Alainn Killorglin Day Care Centre	1	06/01/2020	2121237
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
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.
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
Gym Assistant	Castlemaine	1	–	
Kitchen Assistant	Castlemaine	2	–	
Youth work Assistant	Castleisland	–	–	2124678



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](mailto: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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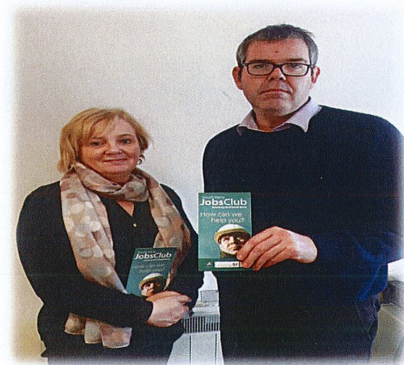
## South Kerry Jobs Club



**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](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)

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

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



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