

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

INSURANCE BROKER

Location: Tralee

- Requirements:
- Providing advice on all aspects of General Insurance
 - Negotiating terms and placing business with underwriters
 - Delivering first class Customer Service to all existing and potential clients
 - APA qualification (min) with a minimum of 12 months experience working in Personal Lines
 - Compliant with the Central Bank of Ireland's Minimum Competency Code

How to Apply: Applicants should submit their CV and covering letter to Box No. 5055, Kerry's Eye Newspaper, Ashe Street Tralee

TAX SENIOR

Employer: David Nolan & Co

Location: Tralee

- Requirements:
- Qualified/ Part-Qualified Accountant or be in the process of achieving a tax qualification
 - 2-3 years' experience in a tax role
 - Track record in small to medium sized practice environment

This position will give you exposure to a variety of assignments across all tax heads. The role will be challenging but varied and you will be responsible for your own portfolio of clients

How to Apply: Submit CV to c.v@davidnolan.ie

PRACTICE ACCOUNTANT, AUDIT & COMPLIANCE OFFICER

Employer: Orchid Accountants & Statutory Audit Firm

Requirements: **Practice Accountant:**

Qualified accountant with min 5years' experience in an accountancy firm (3 at a senior level) Broad accounting & taxation experience including auditing Team player with excellent communication skills & attention to detail

Audit & Compliance Officer:

Proficient in using accounting & auditing software strong mathematics & analytical skills. Min 5 years experience as a senior auditor or compliance officer Qualified member of CPA/ACA/ACCA. Compliance or company secretarial qualifications an advantage

How to Apply: Please apply with full CV, exam results and cover letter to: michaelculloty@orchid.ie

ADMINISTRATION/OFFICE/MANAGEMENT

CLERICAL OFFICER

Employer:	Kerry Education and Training Board (Kerry ETB)
Requirements:	Fixed Term Grade III Clerical Officer Post Kerry ETB Scoil an Ghleanna Pobal Scoil Naisiunta Ballinskelligs, Co Kerry Roll Number - 08147A
Hours:	10 hours per week
How to Apply:	Please complete application form which can be downloaded from our 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 6th January 2020

LEGAL SECRETARY/ EXECUTIVE

Employer:	Cashell Solicitors, Tralee
Requirements:	The successful candidate should have: <ul style="list-style-type: none">• 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

ADMINISTRATION OFFICER, GRADE 2

Employer:	Teagasc, Killarney
Requirements:	The successful candidate will be required to assist and support the Regional Manager, Staff Officer & Advisors in administering and prioritising the general clerical duties of the Teagasc Advisory office
How to Apply:	Please visit www.teagasc.ie/careers
Closing Date:	Wednesday 8th January 2020

PROJECT CO-ORDINATOR

Employer:	South West Kerry Resource Centre, Caherciveen
Requirements:	<ul style="list-style-type: none">• A minimum of 3 years' experience , post qualification, in: community sector management, working through a community development approach, family support in a community-based setting• Experience of Strategic and Operational Planning• Experience of Financial Management (to include sourcing funds)• Access to own transport with full driving licence
Hours:	Full-Time 35 hours per week
How to Apply:	Applications will be accepted by post to Recruitment Office, South West Kerry, Family Resource Centre, Main Street, Caherciveen, Co. Kerry
Closing Date:	Friday 10th January 2020

ADMINISTRATION/OFFICE/MANAGEMENT

CONTENT & SOCIAL MEDIA MANAGER

Employer: Elite

Requirements: We are currently recruiting for: Content & Social Media Manager Full job spec available at www.eliteevents.ie

How to Apply: Please send your CV to info@eliteevents.ie

Closing Date: Friday 17th January 2020

SITE MANAGER, SITE FOREMAN, CAD TECHNICIAN

Employer: Griffin

Requirements: Are seeking the following professionals:
Site Manager - Project location Limerick Area
Site Foreman - Project location Limerick Area
Cad Technician - Based at Head Office Castleisland

How to Apply: Please send CV's to hr@griffinbrothers.ie

HOTEL CATERING

FULL TIME KITCHEN ASSISTANT

Employer: Bunkers Bar, Killorglin

How to Apply: hand in CV's or email bunkers1@eircom.net

SPA THERAPIST

Employer: Park Hotel Kenmare

How to Apply: If you are interested in learning more about our Therapist positions or to apply please send your CV to our Spa Manager Lyndsey at info@parkkenmare.com or Tel: 064 6641200

CHILDCARE

CHILDCARE STAFF

Employer: Greta's Childcare

Location: Annascaul

Requirements: Greta's Childcare is currently recruiting Full-Time/Part-Time Childcare Staff

How to Apply: Applications should be submitted by email to: gretabmccarthy@gmail.com

GENERAL OPERATORS, DRIVERS

PACKING DEPARTMENT

Employer: Irish Health Foods ltd, Cork

Requirements:

- Experience in packing is beneficial
- Excellent co-ordination skills required
- Must be a team player

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

SPA THERAPIST

Employer: Park Hotel Kenmare

How to Apply: If you are interested in learning more about our Therapist positions or to apply please send your CV to our Spa Manager Lyndsey at info@parkkenmare.com or Tel: 064 6641200

PLUMBER, GENERAL LABOURER

Employer: TGP Plumbing & Heating

Requirements: Tom Griffin Plumbing and Heating Currently require:

- Plumbers, qualified or apprentice
- Also looking for a general labourer

How to Apply: Contact Tom on 087 6950135 or tomgriffinplumbing@gmail.com

CNC MACHINE OPERATORS

Employer: KME, Kerry Mechanical Engineering

Requirements:

- CNC Plasma Machine Operator
- Milling Machine Operator
- Drill Line Operator
- Press Brake Operator

Applicants must have previous experience and be capable of producing machined parts by programming setting up a CNC machine in conjunction to maintaining quality and safety standards

Hours: 40 hours per week

Salary/Benefits: €15 per hour

How to Apply: Enquires to kerrymecheng@gmail.com or phone 068 45005

POLISHED CONCRETE FLOOR SERVICE

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

GENERAL OPERATORS, DRIVERS

HEALTH, SAFETY, ENVIRONMENT & QUALITY MANAGER, SITE AGENT, JUNIOR ENGINEER

Employer:	Eamon Costello
Requirements:	<p>Health, Safety, Environment & Quality Manager</p> <ul style="list-style-type: none"> • Ensuring legal compliance with all relevant legislation our practices and procedures • Driving and enhancing our safety culture across all projects • Providing support to site Management teams in fulfilling our statutory duties <p>Site Agent - Dublin Based</p> <ul style="list-style-type: none"> • Manage sub-contractors and staff effectively to successfully deliver projects • Drive productivity and commercial performance of the project at site level • Manage and deliver the construction programme efficiently <p>Junior Engineer - Dublin Based</p> <ul style="list-style-type: none"> • Interpret and submit technical information to progress the project • Maintaining accurate records of works completed and resources allocated • Verify and record compliance with drawings and specifications of work underway
How to Apply:	Email: info@eckerry.com

MEDICAL PROFESSIONALS

PRACTICE NURSE

Requirements:	Practice nursing experience is preferable but training can be provided
Hours:	Full-Time
How to Apply:	With CV to P.O Box: 3728, Killarney Advertiser, High Street, Killarney, Co. Kerry

HEALTH CARE ASSISTANT

Requirements:	<p>The following position is available in a Tralee based Nursing Home</p> <ul style="list-style-type: none"> • Full Time FETAC Level 5 • Assist residents with activities of living • Provide a high standard of care with kindness and compassion • Experience an advantage
How to Apply:	Apply to Box No DS851P The Kerryman, 9/10 Denny Street, Tralee, Co. Kerry
Closing Date:	Thursday 2nd January 2020

MEDICAL PROFESSIONALS

STAFF NURSES

Employer:	Health Service Executive (HSE)
Requirements:	Staff Nurses - Kerry Community Hospitals: <ul style="list-style-type: none"> • Kenmare Community Nursing Unit • West Kerry Community Hospital (Dingle) A panel will be formed for Kerry Community Hospitals which also includes Caherciveen, Tralee, Killarney & Listowel
How to Apply:	Please contact Siobhan McCarthy, Killarney Community Hospitals, St Margaret's Road, Killarney, Co. Kerry Tel: 064 6638850 or email: Siobhan.mccarthy5@hse.ie
Closing Date:	Monday 13th January 2020

OTHER VACANCIES

DAIRY FARM ASSISTANT

Requirements:	Mid Kerry Area Relevant Experience Essential
Hours:	Part-Time Basis
How to Apply:	Apply to Box number 5060 Kerry's Eye Newspaper, Ashe Street, Tralee, or email: myfarm8@gmail.com

CUSTOMER CARE TEAM LEAD

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
Closing Date:	3 rd January 2020

IT TECHNICIAN

Employer:	Radley's Technologies
Location:	Tralee
Requirements:	<ul style="list-style-type: none"> • Strong IT Project Management background • Relevant education and training • Technology background • Programming knowledge • Deliver all necessary reports as required
How to Apply:	Send your CV by email to info@radleys.ie or by post to Radleys I.T. Ltd, 119 Rock Street, Tralee, Co. Kerry

OTHER VACANCIES

APPRENTICE PLUMBERS

Employer:	Cremur, Tralee
Requirements:	<ul style="list-style-type: none"> • Excellent opportunity for an aspiring apprentice to learn the trade in the domestic and commercial section • Fully accompanied by a qualified and experienced plumber • Gain valuable experience working with gas, oil and solid fuel appliance
How to Apply:	Applicants should email their CV along with a Cover Letter describing why they are suited to this position to recruit@cremur.com or post to our showroom at Upper Rock Street, Tralee

SALES & MARKETING

BUSINESS DEVELOPMENT MANAGER, DIGITAL MARKETING EXECUTIVE

Employer:	Sheen Falls Lodge
Location:	Kenmare
Requirements:	<p>Business Development Manager:</p> <ul style="list-style-type: none"> • A minimum of 2 years previous Hotel proactive sales and business development experience is a must • A good knowledge of the Irish luxury Hotel Market • A proactive track record and approach to growing revenue <p>Digital Marketing Executive</p> <ul style="list-style-type: none"> • A qualified, diploma/Degree in Marketing and relevant experience is a must • Previous experience of 1-2 years in a digital marketing role is a must, ideally in a 4 or 5 star Hotel Sales & Marketing department, event management and digital marketing environment
How to Apply:	Please send your cover letter and up to date CV to: careers@sheenfallsodge.ie

TEACHERS, TUTORS, TRAINERS

ASSISTANT BUILDINGS OFFICER/ IT SUPPORT TECHNICIAN COMPUTER SERVICES

Employer:	Institute of Technology Tralee (IT Tralee)
Requirements:	<p>Applications are invited for the following positions:</p> <ul style="list-style-type: none"> • Assistant Buildings Officer • IT Support/Technician - Computer Services
How to Apply:	<p>All applications must be made online at www.ittralee.ie Institute of Technology, Tralee, Co. Kerry email: humanresources@ittralee.ie</p>
Closing Date:	Wednesday 8th January 2020

TEACHERS, TUTORS, TRAINERS

SUPPORT EARLY YEAR TEACHER

Employer:	Naíonra Faithleann
Location:	Killarney
Requirements:	<ul style="list-style-type: none"> • 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

WELLBEING CO ORDINATOR POST

Employer:	Kerry Education & Training Board (Kerry ETB)
Requirements:	<p>Kerry Education & Training Board wishes to recruit a committed, enthusiastic and talented wellbeing co-ordinator to its team of teachers and youth programme.</p> <p>The successful applicant will work across the county and take lead on the development and delivery of universal SPHE support programmes.</p> <p>Experience in using creativity while working with groups of young people in an interactive youth-centred way is essential along with a committed to the core values of Kerry ETB: Respect, Learning, Quality, Inclusion and Equality</p>
How to Apply:	Application form and full details may be obtained from www.kerryetb.ie/opportunities or contact the H.R. Department, Kerry ETB, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry. Tel: 066 7121488
Closing Date:	Thursday 2nd January 2020

COLAISTE NA RIOCHTA

Employer:	Kerry Education & Training Board (Kerry ETB)
Requirements:	<p>Biology (Experience of teaching Agricultural Science is an advantage)</p> <p>A Teacher Education qualification is a requirement. Applicants are requested to submit Confirmation of Teaching Council Registration outlining subjects qualified to teach and proof of current registration with their application form</p>
Hours:	14 hours per week
How to Apply:	Please complete application form which can be downloaded from our 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:	Friday 3rd January 2020

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.
Cleaner	Ballymacelligott	1	–	2105651
Caretaker	Brosna	1	–	2108122
Youth Work Assistant	Cahersiveen	–	–	2124677
Gym Assistant	Castlemaine	1	–	–
Kitchen Assistant	Castlemaine	2	–	–
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
Kitchen Assistant	Killorglin	1	–	2132663
Sports Ground Worker	Fitzgerald Stadium	4	–	2123876
PR & Marketing Assistant	Fitzgerald Stadium	–	–	2128285
Caretaker	KDYS, Tralee	–	–	2132915

NCCWN South Kerry

O'Connell Centre,
Carhan Road, Cahersiveen,
Co.Kerry

☎ 066 9473397 / 087 146 2374
Email: nccwnsouthkerry@gmail.com

Thinking of going back to work?

Unsure of the next step?

We can help!



Free
workshops for women starting in Killarney
January 2020!

Open to all women over 18 **NOT** in receipt of Jobseeker Payments*

**Other social protection payments are eligible such as Lone Parent or Disability*

New Directions is a fun, workshop based programme focusing on women returning to employment and education. Topics include: health & well-being, communication & personal skills, career planning & guidance, C.V. & interview preparation.

Over 14 weeks you will:

- explore career & employment options & enhance work related skills
- explore & determine your life goals
- identify barriers and develop strategies to support your progress
- gain information on health & wellbeing
- work with other women to support each other

For more information call Cathy on 087 146 2374





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 Coimircé 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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