

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

TRAINEE ACCOUNTANT

- Employer:** Mid Kerry Accountancy Practice
- Requirements:** The successful candidate will receive a broad range of experience and training across all business sectors. No prior accounting experience is required but good computer literacy would be essential
A training and study package will also be included
- How to Apply:** Please reply with CV to PO Box. 0150, Kerry's Eye Newspaper. Ashe Street, Tralee

PRACTICE ACCOUNTANT, AUDIT & COMPLIANCE OFFICER

- Employer:** Orchid Accountants & Statutory Audit Firm
- Requirements:** Practice Accountant:
- Qualified accountant with minimum 5 years' experience in an accountancy firm (3 at a senior level)
 - Broad accounting & taxation experience including auditing
- Audit & Compliance Officer:
- Proficient in using accounting & auditing software
 - Minimum 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

PROJECT CO-ORDINATOR

- Employer:** South West Kerry Family Resource Centre, Cahersiveen
- Requirements:** The ideal candidate should have:
- A minimum of 3 years' experience, post qualification, in: community sector project management
 - Experience in managing, supervising and supporting staff
 - TUSLA Meitheal Practice Model
 - Experience of strategic and Operational Planning
- Hours:** 35 hours per week
- How to Apply:** Applications will be accepted by post to: The Recruitment Officer, South West Kerry Family Resource Centre, 18 Main Street, Cahersiveen, Co. Kerry
- Closing Date:** Friday 24th January 2020

ADMINISTRATION/OFFICE/MANAGEMENT

MUSIC GENERATION ADMINISTRATOR

Employer:	Kerry Education and Training Board (Kerry ETB)
Requirements:	Will report to the Music Generation Development Officer and will have an overall responsibility for the organisation, promotion & day-to-day running
How to Apply:	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 13th January 2020

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

OFFICE ADMINISTRATOR

Employer:	Fitzgerald's Vehicle Body Builders
Location:	Cork
Requirements:	Have the following vacancy <ul style="list-style-type: none"> • Office Administrator
How to Apply:	Cullen , Co Cork. Tel: 029 79200 Email: info@fvbb.ie

MANAGER

Employer:	Killarney Technology Innovation LTD (KTI)
Requirements:	The KTI Ltd, is now seeking a professional, capable and dynamic Manager to oversee the developmental and administrative activities
How to Apply:	Please submit your application quoting the job reference KTI Manager to: jobs@thehrsuite.com
Closing Date:	Tuesday 28th January 2020

SOLICITOR

Employer:	Cadogan O'Regan Solicitors, Tralee
Requirements:	Applicants should have a minimum of 2 years' post qualification experience and be familiar with, and have gained experience in, the following areas <ul style="list-style-type: none"> • Conveyancing • Litigation in all courts, to include personal injury actions • Probate
How to Apply:	Please email your CV and letter of application to: info@cador.ie

HOTEL & CATERING

CHEF/COOK WAITRESS

- Employer: Fuchia House
- Location: Killarney
- Requirements: We are currently looking for a breakfast chef/cook
Starting from 7am each morning for 4 hours five to six days per week
We are also looking for a waitress.
Starting each morning @ 8am till 11am Five to six days per week both positions will be available for early to mid March depending on bookings
- How to Apply: Please send your CV to: fuchsiahouse@eircom.net or Tel: 064 6633743

RECEPTIONIST

- Employer: The Lake Hotel, Killarney
- Requirements: Experienced front desk receptionist:
Experience in a similar role and strong knowledge of Killarney and its attractions is essential
- How to Apply: Applications in writing can be sent to: HR Department, Lake Hotel, Muckcross Road, Killarney or email: hr@lakehotel.com Tel: 064 6631035

CLEANER/ HOUSE KEEPER

- Location: Killarney
- Requirements:
- Regular hours (mornings) up to 6 days per week
 - 12 months per year (not seasonal)
- How to Apply: Please call: 087 2464878 (9am - 8pm) Zadzwon: 087 2732077 (9am - 5pm)

RECEPTIONIST/ CLEANER

- Employer: Killarney Town Guesthouse
- Requirements: Duties include:
- Accommodation cleaning and reception
 - approx. 25 hours per week, Includes weekend work
 - Fluency in English essential, experience in hospitality desired
 - Reference essential - non smoker
- How to Apply: Email: guesthousejobkillarney@gmail.com with CV

HOTEL & CATERING

VARIOUS POSITIONS AVAILABLE

Employer:	The Killarney Park Hotel
Requirements:	<p>Health & Fitness Club Attendant:</p> <ul style="list-style-type: none"> • Fully qualified lifeguard and first aid trained • Previous experience in a hotel environment preferable • Fluent in English and excellent communication skills <p>Accommodation Assistant, Full Time/ Part Time:</p> <ul style="list-style-type: none"> • Previous experience preferable • Excellent customer care skills & fluent English <p>Food & Beverage Personnel, Full Time/ Part Time:</p> <ul style="list-style-type: none"> • Previous experience in Food & Beverage essential • Fluent in English and excellent communication skills <p>Chef De Partie & Demi Chef:</p> <ul style="list-style-type: none"> • Qualified Chef with 2 years' previous hotel experience in a similar role • Fluent in English and excellent communication skills • Creativity & passion for food desire to work in a 5 star property <p>Commis Chef, Full Time/Part Time:</p> <ul style="list-style-type: none"> • May suit culinary Arts student • Passionate about food, Fluent in English • Team player good time keeper
How to Apply:	Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town Centre, Killarney, Co. Kerry
Closing Date:	Monday 20th January 2020

CONSTRUCTION

VARIOUS POSITIONS AVAILABLE

Employer:	Bathrooms 4 U
Requirements:	<p>Bathrooms 4 U are recruiting for the following vacancies:</p> <ul style="list-style-type: none"> • Plumbers • Tilers • Carpenters • Electricians • I.T. & Marketing Executive • Yard/Store Person
How to Apply:	Send your application and CV to: info@b4u.ie
Closing Date:	Friday 17th January 2020

GENERAL OPERATORS, DRIVERS

SUBSTITUTE BUS DRIVER

- Requirements: To accompany pupils to and from St. Francis Special School, Beaufort, Co. Kerry
Bus leaves Kenmare at 7:00am and returns there at 10:00am In the evenings, bus leaves Kenmare at 13:15pm to return at 16:30pm
- How to Apply: Please send CV to: Principal, St Francis Special School, Beaufort Co. Kerry
- Closing Date: Friday 24th January 2020

BUS DRIVER

- Requirements: For school runs and some weekend work Full-Time position
- How to Apply: Johnny O'Meara 087 2882292

WAREHOUSE OPERATIVE

- Employer: Noyeks
- Location: Tralee
- Requirements:
- Manual Handling, Forklift
 - Experience and Certs an advantage
- How to Apply: Send your CV with references to: tralee@noyeks.ie
- Closing Date: Friday 17th January 2020

FOOD PRODUCTION OPERATIVE/ DELIVERY DRIVER

- Requirements: For Food production company in North Kerry
- How to Apply: Email applications to: productionsupervisor159@gmail.com

COURIER DRIVER

- Employer: Promed
- Requirements:
- Customer focussed
 - Presentable and professional
 - Flexibility and adaptability is essential
 - Schedule deliveries direct with customers
- How to Apply: Please submit your details suitability in writing to: hr@promed.ie
- Closing Date: Friday 17th January 2020

MEDICAL PROFESSIONALS

STAFF NURSES

Employer: Health Service Executive (HSE)

Requirements: Staff Nurses - Kerry Community Hospitals:

- 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

HEALTHCARE ASSISTANTS

Employer: Kilcara House

Requirements: Full & Part Time Applicants Require:

- Full Driving Licence
- Good command of the English Language
- FETAC Level 5 qualification (or be prepared to do it)
- Must be flexible to work over 7 days

Garda Vetting Will Be Required

How to Apply: Please forward CV's to: kilcara@gmail.com

CARE ASSISTANTS

Employer: St Joseph's Foundation, Cork

Requirements: Permanent Posts Full Time, Part Time & Relief

The Ideal Candidate will have:

- Experience of working with children/adults in the field of intellectual disability some of whom may present with behaviour
- A relevant qualification, QQI Level 5 Healthcare Course (desirable)
- A high degree of flexibility and the ability to work as part of a team

Hours: 39 hours per week

How to Apply: Please forward CV to: hhealy@stjosephsfoundation.ie

Closing Date: Friday 24th January 2020

ACTIVITIES CO-ORDINATOR & CARE ASSISTANT

Employer: Riverside Nursing Home

How to Apply: Tel: 066 7135210 Email: riversidenursing@eircom.net

MEDICAL PROFESSIONALS

RADIOGRAPHERS SENIOR ULTRA SONOGRAPHER, RADIOGRAPHERS STAFF GRADE

Employer: University Hospital Kerry

Requirements: The South/South West Hospital Group currently has the following permanent opportunities in the University Hospital Kerry

- Radiographers senior ultra sonographer
- Radiographers staff grade

How to Apply: For further information on this post and how to apply please visit: www.hse.ie/jobs

Closing Date: Friday 24th January 2020

OTHER VACANCIES

PIG FARM

Employer: Kerry Pig Producers

Location: Clooneen, Causeway, Co. Kerry

Requirements: Full & Part -Time positons available in Pig Farm

How to Apply: Please send applications to the above address or email to: kerrypigproducers@gmail.com

SPA THERAPIST

Employer: Angsana Spa, At The Brehon

Location: Killarney

Requirements: Looking for a senior Spa therapist:

- Previous experience as a Spa therapist desired, emphasis on massage
- Must have ITEC, CIBTAC or CIDESCO qualifications
- Standards driven and deliver exceptional customer care

How to Apply: Please send CV to: talent@gleneaglegroup.ie

SALES & MARKETING

CASHIER

- Employer: Muckross Craft Centre
- Location: Killarney
- Requirements:
- Full time permanent position with immediate start
 - Excellent work environment; no evening or night work & a competitive salary
 - Good spoken English and written English is essential for this role
- How to Apply: Please email your CV to: hr@muckross.ie
- Closing Date: Friday 24th January 2020

TEACHERS, TUTORS, TRAINERS

COLAISTE NA RIOCHTA, BIOLOGY

- Employer: Kerry Education & Training Board (Kerry ETB)
- Requirements: Experience of teaching Agricultural Science is an advantage Applicants are requested to submit confirmation or Teaching Council Registration outlining subjects qualified to teach and proof of current registration with their application form
- 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: Monday 20th 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
Receptionist	Castlemaine	1	–	–
Kitchen Assistant	Castlemaine	2	–	–
Youth Work Assistant	KDYS, Castleisland	–	–	2124678
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
Cleaner	Ard Alainn Killorglin Day Care Centre	1	18/02/2020	2133936
Bus Driver	Ard Alainn Killorglin Day Care Centre	1	18/02/2020	2133937
Sports Assistant	Killorglin Sports Complex	1	18/02/2020	2133938
Administrator	Killorglin Rowing Club	1	18/02/2020	2133940
Care Assistant	Kilgarvan	1	19/02/2020	2134276
Grounds Person	Kilgarvan	2	19/02/2020	2134274
Sports Ground Worker	Fitzgerald Stadium	4	–	2123876
PR & Marketing Assistant	Fitzgerald Stadium	–	–	2128285
Bus Driver	Rathmore	–	–	2134313
Caretaker	KDYS, Tralee	–	–	2132915

Hotel Recruitment Event



Are you interested in a career in the Hotel Industry?

Do you want a change in career?

Do you think you have the necessary skills to work in the sector?

South Kerry Development Partnership CLG in conjunction with some of Killarney's Top Hotels is holding a recruitment open day on **Thursday February 6th.**

Get the chance to meet with the Department Managers and HR Personnel and put your skills to the test.



You HAVE to register to attend



Contact Joanne Griffin

jgriffin@skdp.net or phone **066 9761615**



**EmployAbility Service Kerry and
The Department of Employment Affairs & Social Protection**

Present

PROGRESSIVE PATHWAYS FAIR 2020

HAVE YOU ADDITIONAL SUPPORT NEEDS ?

**ARE YOU 16yrs OR OVER AND LOOKING TO PROGRESS
TO FURTHER EDUCATION TRAINING OR EMPLOYMENT?**

Then this FREE event is for you



Friday, 31st January 2020

11am-4.30pm

The Rose Hotel Tralee

For more information:

email: losullivan@employabilitykerry.ie

or call 066 7118758

PROGRESSIVE PATHWAYS FAIR 2020

MC for the day John Herlihy KETB

11.15AM OFFICIAL OPENING

11.30am-12.30pm Oisín McConville and Discussion Panel

"REACHING OUT FOR SUPPORTS"

12 30.pm-130pm-Wyn McCormack

**"HOW PARENTS CAN SUPPORT THEIR CHILD WITH
DYSLEXIA IN SCHOOL"**

2pm-2.45 pm Oisín McConville and Discussion Panel

3pm-4pm-Wyn McCormack

"STUDY STRATEGIES FOR THE STUDENT WITH DYSLEXIA"

**4.pm-4.30pm Interactive question session
with audience**

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



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

The Social Inclusion
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 Employment, Inclusion and Learning (PEIL) 2014-2020



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



SOUTH KERRY DEVELOPMENT
PARTNERSHIP CLG.



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

