

# 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****ACCOUNTANT (MAT COVER) (PURCHASING & AP)**

Employer: TLI GROUP

Requirements:

- A qualified accountant with 2 years+ experience.
- Experience using Sage 200 Purchasing & Stock Control or similar package.
- Strong understanding of accounts processes for accruals, ledgers and nominal coding.
- Effective Excel skills.
- Knowledge of Purchasing Metrics & Reporting.

How to Apply: [www.TLI.ie/Careers](http://www.TLI.ie/Careers)

**SENIOR ACCOUNTANT, PAYROLL/VAT MANAGER, PART QUALIFIED ACCOUNTANT/ ACCOUNTING TECHNICIAN**

Employer: Casey Stephenson Accountants

Requirements:

Senior Accountant:

- Will be a CPA/ACCA/ACA qualified accountant with a minimum of three years' post qualification experience

Payroll/VAT Manager:

- Must have proven track record in a similar role

Part Qualified Accountant/ Accounting Technician

- Three years relevant experience necessary

How to Apply: With cover letter and CV to: [chris.murray@caseystephenson.ie](mailto:chris.murray@caseystephenson.ie)

Closing Date: Friday 7th February 2020

**ADMINISTRATION/OFFICE/MANAGEMENT****PATIENT ACCESS SITE LEAD/MEDICAL RECORDS MANAGER**

Employer: BON SECOURS HEALTH SYSTEM

Requirements:

- Qualification/Experience in Management and Leadership desirable.
- 5 Years relevant experience with at least 3 years of supervisory experience.
- Third Level Qualification in Business or related discipline desirable.
- Excellent computer literacy skills with extensive experience in using computer systems and applications.

How to Apply: Forward your CV to Susan McNamara at [sbmcmamara@bonsecours.ie](mailto:sbmcmamara@bonsecours.ie)

Closing Date: Friday 28th February

**ADMINISTRATION/OFFICE/MANAGEMENT****MANAGER**

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Employer: KASI  
How to Apply: CV to email [info@kasi2000.com](mailto:info@kasi2000.com) or call 064 66 20705  
Closing Date: 18th February

**TEAM LEADER**

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Employer: Dorothy Perkins  
Location: Killarney  
Requirements: Must have previous experience in retail management  
Hours: 37 hrs per week (over 7 days)  
How to Apply: Interested applicants may drop CV into store or post for the attention of:  
Mrs Glock, Dorothy Perkins, Unit 1 Deerpark Retail Park, Killarney, Co. Kerry

**SALON MANAGER**

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Employer: Peter Mark, Tralee  
Requirements: We are looking for a commercially astute and talented individual to fill this exciting management position:

- Excellent interpersonal, organisational and motivational skills to build strong working relationships and drive business forward
- Energy and attitude to maximise salon performance against agreed performance measures and lead a dedicated, motivated, professional team to deliver the best possible client experience at all times

  
How to Apply: Contact Claire Cottrell by email on: [ccotterell@petermark.ie](mailto:ccotterell@petermark.ie) or call 01 4722400 or Freephone 1800 738376

**OFFICE STAFF**

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Employer: Healy Insurances, Killarney  
Requirements:

- Personal lines
- Commercial lines
- Must have APA, CIP or working towards same

  
How to Apply: Cv's to [info@healyinurances.ie](mailto:info@healyinurances.ie) Tel: 064 6633344

**ADMINISTRATION/OFFICE/MANAGEMENT****RECEPTIONIST**

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|               |   |
|---------------|---|
| Employer:     | Killarney View Guest House  |
| Requirements: | Reliable, experienced persons required in early February for the following position in a large guest house: Receptionist with excellent IT Skills<br>Dinning Room/Breakfast/Bedroom & General Housekeeping duties <ul style="list-style-type: none"><li>• Good standard of English required</li><li>• Suitable candidates may choose to combine these roles</li></ul> |
| How to Apply: | To: info@killarneyviewguesthouse.com  |

**BEAUTY, THERAPY, HAIRDRESSING****QUALIFIED HAIRDRESSER**

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|               |  |
|---------------|--|
| Employer:     | Killarney Hair Studio  |
| Requirements: | Is seeking a Qualified Hairdresser for its town centre shop. Experience an advantage |
| How to Apply: | Apply to Anne on 064 6636475   |

**HOTEL & CATERING****CHEF/COOK WAITRESS**

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|               |   |
|---------------|---|
| Employer:     | Fuchia House  |
| Location:     | Killarney   |
| Requirements: | We are currently for a breakfast chef/cook.<br>Starting from 7am each morning for 4 hours five to six days per week.<br>We are also looking for a waitress.<br>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   |

**CATERER**

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|               |  |
|---------------|--|
| Employer:     | Dooks Golf Club  |
| Requirements: | Invites applications to tender for The provisions of Catering Services A full tender document is available                             |
| How to Apply: | by emailing the General Manager on: office@dooks.com for further details please contact John Foley at: office@dooks.com or 087 7720930 |
| Closing Date: | Friday 17th February 2020  |

## HOTEL & CATERING

### MANAGE B&B

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**Employer:** Rockfield House B&B, Killarney

**Requirements:** Person/person's required to manage and run a B&B Accommodation included, suited for single/couple

**How to Apply:** Please email CV to: rockfieldhousekillarney.com or Tel: 086 8214744

### CHEFS PASTERY SECTION

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**Employer:** The Lake Hotel

**Location:** Killarney

**How to Apply:** HR department, Lake Hotel, Muckcross Road, Killarney or email [hr@lakehotel.com](mailto:hr@lakehotel.com)

### DELI ASSISTANTS

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**Employer:** Daly's Supervalu

**Location:** Killarney

**Requirements:** All candidates must have fluent English and be available for immediate start.

**How to Apply:** Forward CV to Daly's Supervalu, park road, Killarney, Co Kerry or Email: [dalyskillarney@killarneyautos.ie](mailto:dalyskillarney@killarneyautos.ie)

### ACCOMMODATION ASSISTANT

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**Employer:** Hotel Killarney

**Location:** Killarney

**How to Apply:** Email CV to [hr@hotelkillarney.ie](mailto:hr@hotelkillarney.ie)

### WAITER/WAITRESS

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**Employer:** Salvador's Restaurant

**Location:** Killarney

**Requirements:** Experienced Waiter/Waitress required Part & Full-Time Available

**How to Apply:** Drop CV into Robertino's Restaurant after 4pm or email: [salvadors.killarney@gmail.com](mailto:salvadors.killarney@gmail.com) or call 064 634966

## HOTEL & CATERING

### LEISURE CENTRE ATTENDANTS

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|               |  |
|---------------|--|
| Employer:     | Killarney Towers Hotel   |
| Requirements: | <ul style="list-style-type: none"><li>Swimming Pool Lifeguard Certificate RLSS or equivalent preferable Full &amp; Part-Time Positions Available</li></ul> |
| How to Apply: | If this is you and you would like to join our team please contact us with your CV: <a href="mailto:hr@odrhotels.com">hr@odrhotels.com</a>                  |

### HEAD CHEF

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|               |  |
|---------------|--|
| Employer:     | Killarney Court Hotel  |
| Requirements: | <ul style="list-style-type: none"><li>3 years' experience in a similar position</li><li>Must be HACCP trained and be proficient in implementing all legal requirements in a busy kitchen</li><li>Assist in the training and development of the team</li><li>Be innovative and a good team leader</li></ul> |
| How to Apply: | Apply in person or by email to: Stephen Dermody (General Manager) <a href="mailto:gm@killarneycourthotel.com">gm@killarneycourthotel.com</a>   |

## CHILDCARE

### CHILDCARE WORKER (PART TIME)

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|               |   |
|---------------|---|
| Employer:     | Adapt Kerry CLG T/A Kerry Women's Refuge & Support Services   |
| Location:     | Tralee  |
| Requirements: | <p>The successful candidate will:</p> <ul style="list-style-type: none"><li>Hold a B.A. in Social Care or equivalent</li><li>Have 2 years post qualifying experience in a relevant Social Care setting</li><li>Experience of working with families affected by Domestic abuse</li><li>Have a child-centred approach in his/her work with children of all ages</li></ul> |
| Hours:        | 20 hours per week   |
| How to Apply: | For further information please email: <a href="mailto:generalmanager@kerryrefuge.com">generalmanager@kerryrefuge.com</a>  |
| Closing Date: | Monday 24th February 2020   |

## CONSTRUCTION

### MAINTENANCE PLUMBER

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- Requirements: Qualified maintenance plumber required:
- Adhere with Industry legislation, inclusive of Health and Safety
  - Follow instructions and update records by verbal, written and electronic means
  - Excellent problem-solving, verbal and written communications
  - Take pride in their work and enjoy the sense of satisfaction of a job well done
  - OFTEC and RGII qualification are an advantage to the correct candidate
- Generous terms & conditions for the correct candidate

How to Apply: Apply with CV to BOX No. 0550 Kerry's Eye Newspaper, Ashe Street, Tralee

### CARPENTERS & GENERAL OPERATIVES

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- Requirements: Required for busy building company experience preferable own transport  
For contracts in Kerry/Limerick area Permanent positions and sub contractors required

How to Apply: Apply with CV to BOX No. 0560 Kerry's Eye Newspaper, Ashe Street, Tralee

### QUANTITY SURVEYOR

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Employer: ICDS Group

- Requirements: ICDS Constructors Ltd require a Junior/Intermediate QS to work in our Head Office, in Dublin 2. Some overseas travel will be required:
- Experience in civils projects/concrete frame structures desired but not essential

How to Apply: Please contact: PJ on 091 564008 or email: [pj@icds.ie](mailto:pj@icds.ie)

### EXPERIENCED FENCE ERECTORS

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Employer: Tom Campbell Fencing & Groundworks Service

- Requirements:
- At least 2 years on site experience, installing all types of industrial & domestic fencing, gates & railings
  - Safe pass & manual handling

How to Apply: Email CV to [tcfgs12@gmail.com](mailto:tcfgs12@gmail.com)

Closing Date: 21st February

## GENERAL OPERATORS, DRIVERS

### QUALIFIED MECHANIC

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Employer: Liam Lynch Skoda  
Location: Farranfore  
How to Apply: Email to [finance@liamlynchmotors.ie](mailto:finance@liamlynchmotors.ie) or post to HR Dept. Liam Lynch Skoda, Farranfore, Co, Kerry.

### GENERAL OPERATIVE

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Employer: Valentia Gym & Community Centre  
Requirements:

- Successful applicant must be eligible for Pobal Scheme
- Duties will include day to day running of the premises.
- No experience necessary, but a keen interest in sport & fitness is desirable.

How to Apply: C.V. should be forwarded to Conn O'Shea, Chairperson of Valentia Gym & Community Centre, for further information phone Conn O' Shea on 087 7522670  
Closing date: Friday 14th February

### APPRENTICE MECHANIC

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Employer: Liam Lynch Skoda  
Location: Farranfore  
How to Apply: Email to [finance@liamlynchmotors.ie](mailto:finance@liamlynchmotors.ie) or post to HR Dept. Liam Lynch Skoda, Farranfore, Co, Kerry.

### HGV MECHANIC

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Employer: Commercial Workshop  
Location: Castleisland area  
How to Apply: Email CV to [mcauliffetrucking@gmail.com](mailto:mcauliffetrucking@gmail.com) or call 066 7141933

### ARTIC DRIVER

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Requirements: Must have EC Licence and all relevant CPC'S up to date  
How to Apply: Contact Number 087 9727995 during office hours between 9-6pm

### TAXI DRIVERS

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Employer: John Crean Taxis, Tralee  
How to Apply: Email [johncreantaxis@gmail.com](mailto:johncreantaxis@gmail.com) or call John at 087 2545201

## MEDICAL PROFESSIONALS

### NURSE ON CALL

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|               |  |
|---------------|--|
| Employer:     | Health Service Executive (HSE)   |
| Requirements: | Work available now for RGNs, RCNs, RMs, RPNs, and RNIDs. New Graduates and Nurses returning to work also very welcome Student Nurses/ Midwives & Care Assistants QQI Level 5 - formerly FETAC)<br>Huge variety of Nursing work available form HSE,DATHS & private Hospitals to less Acute Care environments such as Care of the Elderly, ID Services and HSE Home Care |
| How to Apply: | Please call or email your CV to: corkoffice@nurseoncall.ie or call 021 4222830. check out our website - www.nurseoncall.ie   |

### SUPPORT STAFF (DOMESTIC AND CATERING GRADES)

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|               |   |
|---------------|---|
| Employer:     | Killarney Community Hospitals   |
| How to Apply: | Application forms and job specification requests can be directed to Siobhan McCarthy via email: siobhan.mccarthy5@hse.ie or contact 064 6638850 |
| Closing date: | Monday 17th February  |

### PHARMACY TECHNICIAN

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|               |   |
|---------------|---|
| Employer:     | Leahys Pharmacy   |
| Requirements: | We are looking for someone to join our team of two technicians and three pharmacists <ul style="list-style-type: none"><li>• Must either have IPU Pharmacy Technician qualification or equivalent completed, or be experienced dispensary staff</li></ul> Generous salary for the right candidate Part-timers also considered |
| How to Apply: | Enquires welcome to Claire on: 086 8144100  |

### HEALTH CARE ASSISTANTS, REGISTERED STAFF NURSE

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|               |  |
|---------------|--|
| Employer:     | Ocean View Nursing Home, Camp  |
| Requirements: | With up to date clinical skills and a genuine passion for care of the older adult to join our established and professional care team<br>Full-Time & Part-Time positons available |
| How to Apply: | Please email CV to: oceanview@gmail.com  |

### HEALTH CARE ASSISTANT, PART TIME COOK

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|               |   |
|---------------|---|
| Employer:     | Kilcara House Nursing Home, Duagh   |
| Requirements: | Health Care Assistant & Part Time Cook Required<br>To cover 7 days must have clean driving licence and prepare to be Garda Vetted |
| How to Apply: | Please email CV to: kilcarahouse@gmail.com to arrange appointment   |

## MEDICAL PROFESSIONALS

### PHARMACY TECHNICIANS

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Requirements: A Mid-Kerry Pharmacy Requires: Pharmacy Technicians & Shop Assistants

- Full time / Part time
- Saturday work required
- Immediate start

How to Apply: Apply with CV to: PO BOX 3732 Killarney Advertiser

### CLINICAL NURSE MANAGER

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Employer: Oaklands nursing home

Location: Derry, Listowel , Co, Kerry

Requirements:

- Must have 3 years relevant post registration nursing experience.
- Must have (within the last 2 years) a minimum 1 years' relevant experience, caring for the older person.
- Post-registration qualification in Gerontology or Dementia care and Post-registration qualification in healthcare management or equivalent will be an advantage.

How to Apply: Email : [HR@oaklandsnh.ie](mailto:HR@oaklandsnh.ie) or call 068 21173

### DIRECTOR OF NURSING

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Employer: Oaklands nursing home

Location: Derry, Listowel , Co, Kerry

Requirements:

- Must have 5 years relevant post registration nursing experience.
- Must have (within the last 6 years) a minimum 3 years' relevant experience, caring for the older person.
- Post-registration qualification in Gerontology or Dementia care and Post-registration qualification in healthcare management or equivalent will be an advantage.

How to Apply: Email : [HR@oaklandsnh.ie](mailto:HR@oaklandsnh.ie) or call 068 21173

### TELEPHONE TRIAGE NURSE MANAGER

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Employer: South Doc

Location: Killarney

Requirements: CNM2 Level wit professional managerial work experience

- General Medicine
- Practice Nursing
- Accident and Emergency

How to Apply: CV with reference number and cover letter to email [hr@southdoc.ie](mailto:hr@southdoc.ie)

Closing Date: 17th February

## MEDICAL PROFESSIONALS

### CALL CENTRE RECEPTIONIST (PART-TIME)

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|               |   |
|---------------|---|
| Employer:     | South Doc   |
| Location:     | Killarney   |
| Requirements: | <ul style="list-style-type: none"><li>• Excellent telephone manner and listening skills</li><li>• Fluent English</li><li>• Typing skills 35 wpm minimum</li></ul> |
| How to Apply: | CV with reference number and cover letter to email <a href="mailto:hr@southdoc.ie">hr@southdoc.ie</a>   |
| Closing Date: | 17th February   |

## OTHER VACANCIES

### FURNITURE SPRAY BOOTH PAINTER

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|               |   |
|---------------|---|
| Employer:     | Leane's kitchen and bedrooms  |
| Location:     | Killarney   |
| Requirements: | <ul style="list-style-type: none"><li>• Priming, painting and lacquering kitchen &amp; bedroom products using various products</li><li>• High knowledge of working with PU and AC paint products.</li></ul> |
| How to Apply: | Forward CV to <a href="mailto:padraig.leanes@leanes.com">padraig.leanes@leanes.com</a>  |

### CABINET MAKER

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|               |   |
|---------------|---|
| Employer:     | Leane's kitchen and bedrooms  |
| Location:     | Killarney   |
| Requirements: | <ul style="list-style-type: none"><li>• Cabinet Making: 4 years</li><li>• Full clean driving licence.</li><li>• Safe Pass</li><li>• Manual handling</li><li>• Good level of English</li></ul> |
| How to Apply: | Forward CV to <a href="mailto:padraig.leanes@leanes.com">padraig.leanes@leanes.com</a>  |

### CIVIL/STRUCTURAL DESIGN ENGINEER

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|               |   |
|---------------|---|
| Employer:     | TLI GROUP   |
| Location:     | Tralee  |
| Requirements: | <ul style="list-style-type: none"><li>• Minimum degree qualified - Civil/Structural Engineering (NFQ Level 8)</li><li>• 0 - 5 years post graduate experience</li><li>• Strong IT skills with knowledge of Excel &amp; AutoCAD</li></ul> |
| How to Apply: | <a href="http://www.tli.ie/careers">www.tli.ie/careers</a>  |

## OTHER VACANCIES

### MATERNITY COVER

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|               |  |
|---------------|--|
| Employer:     | Sodexo Irl Ltd   |
| Location:     | Killorglin   |
| Requirements: | Good communications skills, previous food handling experience,<br><br>ability to adhere to all health & safety practices, strong customer service skills, high levels of personal hygiene and appearance |
| How to Apply: | Applications to: <a href="mailto:sharon.clifford@sodexo.com">sharon.clifford@sodexo.com</a>  |

### CLEANING STAFF

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|               |   |
|---------------|---|
| Employer:     | Easy Clean Cleaning Contractors   |
| Requirements: | Staff required (4:30 - 6:30pm Mon - Fri) for a school contract in Killorglin<br>Also recruiting for: Upper House & Holiday Apartments for upcoming season |
| Hours:        | 2 hours per day   |
| How to Apply: | Please contact Tim on: 087 2504027 or email: <a href="mailto:easycleanlimited@eircom.net">easycleanlimited@eircom.net</a>                                 |

### TEMPORARY RURAL GO BAND 3, TEMPORARY HORTICULTURAL ASSISTANT

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|               |  |
|---------------|--|
| Employer:     | National Parks & Wildlife, Killarney National Park   |
| Requirements: | These are temporary seasonal posts in Killarney National Park  |
| How to Apply: | Further details and application forms are available at <a href="http://www.chg.gov.ie/heritage/national-parks-wildlife/seasonal-recruitment/">www.chg.gov.ie/heritage/national-parks-wildlife/seasonal-recruitment/</a> or may be requested from: <a href="mailto:hr@chg.gov.ie">hr@chg.gov.ie</a> |
| Closing Date: | Thursday 13th February 2020  |

## SALES & MARKETING

### CAR SALESPERSON

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|               |  |
|---------------|--|
| Employer:     | Liam Lynch Skoda   |
| Location:     | Farranfore   |
| How to Apply: | Email to <a href="mailto:finance@liamlynchmotors.ie">finance@liamlynchmotors.ie</a> or post to HR Dept. Liam Lynch Skoda, Farranfore, Co, Kerry. |

## SALES & MARKETING

### KITCHEN SALES DESIGNER

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- Employer: Leane's kitchen and bedrooms
- Location: Killarney
- Requirements:
- A strong background in the kitchen manufacturing business.
  - Knowledge of Artcad or similar.
  - At least four years in a kitchen and design role.
  - Full drivers licence.
- How to Apply: Forward CV to [padraig.leanes@leanes.com](mailto:padraig.leanes@leanes.com)

### COUNTER SALES ASSOCIATE

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- Employer: McMahons Builders providers
- Location: Tralee
- Requirements:
- Have specific experience in builders providers or similar establishment
  - Knowledge in the DIY & hardware trade
  - Minimum of 3 years experience and be extremely customer focused
- How to Apply: Email [hr@jcmahon.com](mailto:hr@jcmahon.com)

### SALEPERSON

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- Employer: Killarney Advertiser
- Location: Killarney
- Requirements: The Person:
- Excellent administration skills
  - Experienced in face to face counter sales a must
  - Ability to manage a database and others
- We offer competitive salary and parking town centre location
- How to Apply: Please forward CV to: PO BOX 3733, Killarney Advertiser

## TEACHERS & TRAINERS

### COMMIS CHEF APPRENTICESHIP INSTRUCTOR POST X2

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|               |   |
|---------------|---|
| Employer:     | Kerry Education & Training Board (Kerry ETB)  |
| Location:     | Kenmare/Tralee  |
| Requirements: | One based in Kenmare, Co. Kerry One based in Monavalley Campus Tralee, Co. Kerry  |
| How to Apply: | Application forms and full details for the above posts may be obtained from <a href="http://www.kerryetb.ie/opportunities">www.kerryetb.ie/opportunities</a> or contact the H.R. Department, Kerry ETB, Centrepont, John Joe Sheehy Road, Tralee, Co. Kerry. Tel 066 7121488 please complete an application form 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 10th February 2020   |

### ADULT GUIDANCE INFORMATION OFFICER

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|               |   |
|---------------|---|
| Employer:     | Kerry Education & Training Board (Kerry ETB)  |
| Requirements: | Applications are invited from suitably qualified persons for the following post which may arise: Fixed Term Post up to 3rd of April 2020  |
| How to Apply: | Application forms and full details for the above posts may be obtained from <a href="http://www.kerryetb.ie/opportunities">www.kerryetb.ie/opportunities</a> or contact the H.R. Department, Kerry ETB, Centrepont, John Joe Sheehy Road, Tralee, Co. Kerry. Tel 066 7121488 please complete an application form 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 10th February 2020   |

### PERMANENT STAFF OFFICER (GRADE V)

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|               |   |
|---------------|---|
| Employer:     | Kerry Education & Training Board (Kerry ETB)  |
| Requirements: | Initial responsibility for assisting in the provision of a Curriculum/Assessment/Quality Assurance Service  |
| Hours:        | Application forms and full details for the above posts may be obtained from <a href="http://www.kerryetb.ie/opportunities">www.kerryetb.ie/opportunities</a> or contact the H.R. Department, Kerry ETB, Centrepont, John Joe Sheehy Road, Tralee, Co. Kerry. Tel 066 7121488 please complete an application form 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: | Thursday 13th February 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      |
| Maintenance              | Currow                    | 2                | —            | 2108117      |
| Cleaner                  | An Riocht, Castleisland   | 1                | —            | 2105650      |
| Bookkeeper               | An Riocht, Castleisland   | 1                | —            | 2108517      |
| Receptionist             | An Riocht, Castleisland   | 1                | —            | 2108518      |
| Caretaker Maintenance    | Kilcummin                 | 1                | —            | 2135480      |
| 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      |
| Care Assistant           | Kilgarvan                 | 1                | 19/02/2020   | 2134276      |
| Cleaner                  | Kilgarvan                 | 1                | 19/02/2020   | 2134963      |
| Grounds Person           | Kilgarvan                 | 2                | 19/02/2020   | 2134274      |
| Cleaner                  | Kilgarvan                 | 1                | 25/02/2020   | 2134963      |
| Reception                | An Riocht, Castleisland   | 1                | 09/02/2020   | 2137968      |
| Maintenance              | Currow                    | 2                | 09/02/2020   | 2133006      |
| Tour Guide               | Blennerville, Windmill    | 1                | 16/02/2020   | 2133005      |
| Kitchen Operative        | Killorglin                | 1                | —            | 2138226      |
| Administration Assistant | Tralee                    |                  | —            | 2137919      |



# Hotel Recruitment Event

ARE YOU INTERESTED IN A CAREER IN THE HOTEL INDUSTRY?

DO YOU WANT A CHANGE IN CAREER?

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](mailto:jgriffin@skdp.net) or phone **066 9761615**



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





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na hÉireann  
Government  
of Ireland

Tionscadal Éireann  
Project Ireland  
2040



**South Kerry Development Partnership CLG  
Has a Vacancy for a**

**SECRETARY/PA**

**Function:** Secretarial/PA & HR Support to the Chief Executive Officer.

**Duties:**

- ☐ Responsibility for the provision of secretarial/clerical & HR support to the CEO.
- ☐ Dealing with telephone and email enquiries, correspondence, creating and maintaining filing systems, keeping diaries and arranging appointments
- ☐ Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, etc., to produce correspondence, reports, documents and to maintain presentations, records, spreadsheets and databases
- ☐ Assembling meeting agendas and supporting documentation and circulation of same and recording minutes of meetings
- ☐ Updating the Company's Fixed Asset Register
- ☐ Updating staff employment contracts & SKDP's employment policies and procedures
- ☐ Placing purchase orders for Company IT equipment and liaising with SKDP IT maintenance contractor with regard to maintenance and upkeep of SKDP IT equipment.
- ☐ Maintaining staff time & attendance records and recording all leave entitlements taken.
- ☐ Any other functions as assigned by the CEO.

Applicants should have a good standard of education, a recognised secretarial qualification with at least two years' experience in a similar role, strong I.T. excellent interpersonal & communication skills and knowledge of HR management.

The Post will be based in the South Kerry Development Partnership Head Office at West Main Street Cahersiveen. The post is part time, 22.5 hours per week and will be offered on a two year fixed term contract basis concluding 31<sup>st</sup> December 2021 with the possibility of renewal thereafter dependent on ongoing funding.

Salary Scale €14,638 to €22,521 per annum dependent on qualifications and experience.

Full particulars of the position are available from

**Noel Spillane**

**South Kerry Development Partnership CLG,**

**West Main Street, Cahersiveen, Co. Kerry**

Telephone 066 9472724, Fax 066 9472725, e-mail [info@skdp.net](mailto:info@skdp.net)

Application, in the form of a Curriculum Vitae and Cover Letter should reach  
**Noel Spillane, Chief Executive Officer, South Kerry Development Partnership CLG**

**West Main Street**

**Cahersiveen**

**Co Kerry**

**Not later than 5:00 p.m. on Wednesday 12<sup>th</sup> February 2020**

South Kerry Development Partnership CLG is an equal opportunities employer.

South Kerry Development Partnership CLG acknowledges the assistance of the Department of Rural & Community Development in supporting this post.



Rialtas na hÉireann  
Government of Ireland



### **South Kerry Development Partnership CLG**

Wishes to recruit a

#### **South Kerry Rural Men's Outreach Officer (12 Month Fixed Term Contract)**

South Kerry Development Partnership is seeking to recruit, on a one year fixed term contract, a South Kerry Rural Men's Outreach Officer to engage effectively through outreach with men in rural areas of South Kerry and support them to engage with various community and statutory supports and services.

#### **Applicants must possess:**

- ☐ A good standard of education
- ☐ Be a highly motivated, positive individual.
- ☐ Be highly organised & have a flexible approach to working hours.
- ☐ Knowledgeable about Rural & Community Development and the challenges facing rural communities – particularly those challenges experienced by the target group.
- ☐ Excellent communication & interpersonal skills - with a proven ability to engage effectively with the target group – isolated rural men in South Kerry.
- ☐ Experience of working with rural men on a one to one basis.
- ☐ Be computer literate - proficient in the use of Microsoft Excel; Word; PowerPoint; Outlook.
- ☐ Ability to prepare concise written reports for submission to the steering group.
- ☐ Hold a clean valid Driving Licence, and have access to a motor vehicle.

The position is full time (37.5 hours per week) and will be based at the South Kerry Development Partnership Offices at West Main Street, Cahersiveen. The contract period will run for 12 months from April 2020 to March 2021.

Full particulars of the position are available from South Kerry Development Partnership CLG, West Main Street, Cahersiveen, Co. Kerry.

Contact Marie Garvey  
Telephone 066 9472724, Fax 066 9472725, [info@skdp.net](mailto:info@skdp.net)

Please forward a full CV and letter of application to:

**Noel Spillane, Chief Executive Officer,  
South Kerry Development Partnership CLG,  
West Main Street, Cahersiveen, Co. Kerry  
[info@skdp.net](mailto:info@skdp.net)**

**not later than 5:00 p.m. on Friday 14<sup>th</sup> February 2020**

South Kerry Development Partnership CLG is an Equal Opportunities Employer and acknowledges the assistance of the Healthy Ireland Fund in supporting this post.

## 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<br>TÚS Supervisor           | Ger Moynihan<br>Lisa Murphy<br>TÚS Supervisors | Paudie O'Shea<br>TÚS Supervisor           | Donal McCarthy<br>TÚS Supervisor      |
| SKDP CLG<br>West Main St.,<br>Cahersiveen. | SKDP CLG<br>37A High St.,<br>Killarney.        | SKDP CLG<br>Library Place,<br>Killorglin. | SKDP CLG<br>21 Henry St.,<br>Kenmare. |
| Tel: 066 9472724                           | Tel: 064 6636572                               | Tel: 087 4146379                          | Tel: 064 6641930                      |



SOUTH KERRY DEVELOPMENT  
PARTNERSHIP CLG.



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**



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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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Department of Employment Affairs  
and Social Protection

