South Kerry Local Employment Services

FREE FOR YOUR BENEFIT

WE PROVIDE A FREE, FRIENDLY AND CONFIDENTIAL SERVICE

⇒ JOB SEARCHING ⇒ INFORMATION SERVICES

⇒ CAREER GUIDANCE ⇒ EDUCATION & TRAINING

OUR OFFICES ARE CURRENTLY CLOSED TO THE
PUBLIC DUETO CORRONAVIRUS BUT WE CAN BE
REACHED BY PHONE OR EMAIL

Killarney Jobs Club

37A High St. 2nd Floor, Killarney

- ⇒ CURRICULUM VITAE (CV'S)
- ⇒ COVER LETTERS
- ⇒ JOBS CLUBTRAINING

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





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



THIS WEEKS VACANCIES:

CLEANING OPERATIVE (PART TIME)

Employer: ABC Cleaning - Killarney, County Kerry

Jobs Details: • Part-time cleaners required for day time and evening work Monday

to Friday.

Hours may change as restrictions are lifted

• €10.80 an hour

Experienced: 2 years (Required)

How to Apply: For further information and to apply go to

https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=last&advn=9532423778463109&vjk=8ed9d4c34ba1b3af

TELEPORTER DRIVER- RELOCATION TO SWEDEN

Employer: SilverBack Staffing - Ireland

Job Details:

• SilverBack Staffing is looking for an experienced Teleporter Driver to

work on a large commercial project in Sweden.

The project will begin in May. T

The candidate must have over 5 years experience working in the

construction industry, have all relative tickets and safe pass

Valid Safe Pass

Manual Handlin

CSCS Ticket

Experience on site.

Excellent time keeping.

Ability to multitask

Hospitality Construction : 5 years (Preferred)

How to Apply: To apply, please follow the link provided. Please submit your CV in

WORD format.

https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=last&advn=3940844665613588&vjk=ddaf0ea1e5bb125d

Need Help



- Don't Stop Applying for Jobs While You Are Waiting to Hear Back From an Employer:
- Create a Specific Cover Letter to Help Your CV Get Noticed:
- You Don't Need to Include All Your Experience on Your CV Target it

All your Employment & Training Needs in one place.

Just a phone call away.

See front page for contact details in your area or phone 087 2934440





South Kerry Local Employment Service

Requirements:

SITE INSTALLATION MANAGER—FULL-TIME, PERMANENT

Employer: O'Carroll Engineering - Killarney, County Kerry

Duties include:• Lead site installation activities on OCE sites, with responsibility for site technical and engineering requirements.

 Ensure all OCE works are carried out in accordance with OCE and site specific health, safety, environmental and legislative require-

ments

Carry out site surveys and setting out

 Create and develop site installation plans and activities (e.g. labour, material etc.) in close collaboration with the Estimating, Technical & Design Department

Drive and encourage high performance to meet OCE's standards

 A relevant 3rd level qualification and a minimum of five years on-site experience

 In-depth technical, practical and working knowledge of large scale site installation process

Experience in managing, motivating and influencing in a dynamic environment of rapidly changing workload, tight deadlines, in the context of high expectations and tight time frames

 Analytical thinker and effective communicator with decision making and problem solving skills

Efficient work-flow, time and project management skills

How to Apply: Interested candidates who wish to find out more about this role

should copy the below link:

https://ie.indeed.com/jobs?q&I=County%
20Kerry&fromage=last&vjk=652a91a89d2a7cf4

Here are some of my best tips for finding a new job at any career level.

- Get clear on what you want. ...
- Research your target companies. ...
- Tailor your CV to each job. ...
- Create your online career brand. ...
- Get organized. ...
- Build, cultivate, and utilise your network of
- contacts....
- Don't limit yourself to online applications.



HUMAN RESOURCES MANAGER (SPECIFIED PURPOSE CONTRACT)

Employer:

O'Carroll Engineering - Killarney, County Kerry

Duties include:

- Lead the human resources operations at O'Carroll Engineering
- Act as a trusted advisor and coach to leaders in areas of HR strategy, culture, leadership, talent management, rewards, and change management
- Manage labour planning and recruitment processes ensuring business requirements are met
- Ensure effective on-boarding, off-boarding and leave management
- Engage in compensation and benefit initiatives and oversee the implementation of same
- Cultivate training and development initiatives to drive high performing teams
- Drive employee engagement strategies across the Company to support current and future business needs
- Foster effective employee relations
- Partner with department leaders to manage employee relations and provide guidance on complex employment matters
- Manage grievance and disciplinary matters in line with company policy and best practice
- Develop, manage and maintain performance management processes and systems
- Compliance and policy management

•

Requirements:

- In-depth technical and working knowledge of employment
- legislation
- Demonstrable experience operating in a senior human resources role
- Proven ability to manage sensitive employment matters in a
- professional manner
- Experience in managing, motivating and influencing in a dynamic environment of rapidly changing workload, tight deadlines, in the context of high expectations and tight time frames
- Human Resource Managerial: 4 years (Preferred)
- Bachelor's (Preferred)

How to Apply:

Interested candidates who wish to find out more about this role should copy the below link:

https://ie.indeed.com/jobs?q&I=County%
20Kerry&fromage=last&vjk=0c1e81a0f75ae76d

R&D CHEMIST Employer: BioAtlantis Ltd. **Duties include:** Develop extraction and purification procedures for natural products at lab scale. Perform quantitative and qualitative analysis using laboratory analytical techniques. Make stable and efficient formulations to meet desired specifications and cost objectives in plant bioscience and animal feed area. Conduct literature searches, review publications and prepare reports. Follow industry standards on scientific significance, accuracy, safety and record keeping. Desire, aptitude and skill in natural products extraction, purification Requirements: & isolation of active compounds. BSc. or preferably MSc. in Chemistry or related discipline. In-depth knowledge of wet chemistry techniques and instrumentational analysis/interpretation is required. Prior industry experience with knowledge and experience in carbohydrate chemistry is preferable. Expertise in synthetic chemistry is not relevant to this position. Aptitude for practical chemistry. Precision and accuracy when undertaking analysis. Disciplined, organised and focused, with excellent problem solving skills.

How to Apply:

Interested candidates who wish to find out more about this role

should copy the below link:

https://ie.indeed.com/cmp/Bioatlantis-Ltd.-1/jobs? jk=25c34494767bbd88&start=0&clearPrefilter=1

Here are some of my best tips for finding a new job at any career level.

- Word of mouth
- Recruitment agencies
- Job fairs
- Social Media
- Employment services—LES
- Employment Schemes—CE, TUS, RSS





South Kerry Jobs Club



Let us help you improve your job seeking skills and strategies and help you enter or re-enter the workforce.



Are you a job seeker looking for work?

 Do you need help with Preparing CVs, Cover Letters, Application Forms?



Our Jobs Club team Paul Murphy & Mary Murray

- Would you like to be shown how to use Job Search Sites and how to upload your CV etc?
- Need help with your Computer Skills at least have enough skills to send an email and access job sites?
- Have you lost confidence in being out of work and find it difficult to motivate yourself now or maybe you have begun to doubt yourself and your skills?



Phone Paul or Mary today on 064 6637833 and start your Journey to Success.

WE CAN PROVIDE ONLINE SUPPORT TO UPDATE YOUR CV, TALK YOU THROUGH INTERVIEW SKILLS AND PREPARE YOU FOR WORK.

How to prepare for a common online interview:



Online Interview Questions

- Q. Tell me about yourself.
- Q: Why did you leave your last job (or why do you want to leave your current job)?
- Q: What are your strengths and weaknesses?
- Q: Why do you want the job?
- Q: What can you bring to this company?
- Q. How would your last employer (or current employer or school teacher, etc.) describe you?



Need help to answer these questions or arrange a mock ONLINE INTERVIEW and much more

Just call Paul at South Kerry Jobs Club - 064 6637833 /

087 2934440 Email: killarneyjobsclub@southkerryles.ie

MECHANICAL ENGINEER (3+ YEARS EXPERIENCE)

Employer:

BioAtlantis Ltd.

Duties include:

- Creating and modifying 3D piping and ducting model and isometric and projected view drawings.
- Creating and modifying machine assembly model and drawings.
- Creating and modifying P&ID drawings.
- Collect quotes for parts to be machined, create a purchase order, liaise with manufacturer and installation crew.
- Knowledge of AutoCAD LT and Solidworks 2013 is an advantage.

Requirements:

- Degree in Mechanical Engineering or related engineering discipline.
- Applicants should be highly organised, focused comfortable working under pressure and work as part of a team.

How to Apply:

Interested candidates who wish to find out more about this role should copy the below link:

Please submit a CV and brief cover letter by 30th May 2020.

https://ie.indeed.com/cmp/Bioatlantis-Ltd.-1/jobs? jk=fbfc37c677f53725&start=0&clearPrefilter=1

INDUSTRIAL ELECTRICIAN (3+ YEARS)

Employer:

BioAtlantis Ltd.

Duties include:

- Prior experience with the installation of industrial processing equipment including Motors, VDS's & MCC's.
- Industrial process instrumentation and control including, instrumentation, profinet and profibus installations.
- Panel building experience.
- Experience of start-up and commissioning of production equipment.
- Good knowledge of Siemens PLCs and Win CC software would be an advantage.
- Ability to follow relevant drawings (PFDs, P&IDs, Schematics).
- Fault-finding / troubleshooting experience in an industrial environment.

Requirements:

- Suitably qualified and time served electrician, with a minimum of 3 years industrial experience. Current valid safe pass.
- Be flexible, organised with a strong attention to detail

How to Apply:

Interested candidates who wish to find out more about this role should copy the below link:

Please submit a CV and brief cover letter by 20th May 2020.

https://ie.indeed.com/cmp/Bioatlantis-Ltd.-1/jobs? jk=fbfc37c677f53725&start=0&clearPrefilter=1

STAINLESS STEEL WELDER/FITTER

Employer: BioAtlantis Ltd, Tralee, Co Kerry

Duties include:• Welding of both stainless and mild steel using TIG and MIG weld-

ers.

Coded welders will have distinct advantage.

Installation of industrial processing equipment.

Installation of industrial pipelines for food / pharmaceutical pro-

duction.

Experience of start-up and commissioning of production equip-

ment.

Ability to follow relevant drawings (PFDs, P&IDs, Schematics).

An ability to weld aluminium is an advantage.

Requirements:• Time served fitters or welders with a minimum of three years indus-

trial experience. Must have current valid safe pass.

Applicants should be flexible and organised with a strong attention

to detail. They should be able to think clearly under pressure and

work as part of a team.

How to Apply: Interested candidates who wish to find out more about this role

should copy the below link:

Please submit a CV and brief cover letter by 20th May 2020.

https://ie.indeed.com/cmp/Bioatlantis-Ltd.-1/jobs? jk=3a17e83e5c6051a4&start=0&clearPrefilter=1

RETAIL STORE ASSISTANT, KERRY

Employer: Noel Group

Duties include: • Greeting customers and assisting with customer queries

• General housekeeping to ensure shop floor is maintained in a safe

and tidy manner

Assisting team with replenishing stock to ensure all stock is avi-

alable all all times

Assisting in goods in area to ensure deliveries are received and de-

canted in an efficient manner

Communicating with store management to ensure a smooth cus-

tomer experience

Any reasonable request from store management

Requirements: • You will only be considered for these roles if you are eligable and

willing to work a minimum of 25 hours per week on a 5 over 7 day

roster and available to start work immediately.

How to Apply: Interested candidates who wish to find out more about this role

should copy the below link:

https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=

last&advn=1766810404292810&vjk=9faf61230c13113c

WHAT WILL I LEARN?



THE MOST IMPORTANT BENEFITS OF E-LEARNING FOR STUDENTS

- Online Learning Accommodates Everyone's Needs
- Learn in your own home
- Lectures Can Be Taken Any Number Of Times
- Offers Access To Updated Content
- Consistency
- Everyone, who are part time students or are working full time, can take advantage of web-based learning.
- Not only can you train yourself on a day to day basis, but also on weekends or whenever you have the free time to. There is no hard and fast rule.

<u>FUNDING</u> may be available from your SOUTH KERRY LOCAL EMPLOYMENT SERVICE EMPLOYMENT AND GUIDANCE TEAM if there is a cost Involved. Contact your local office for further information.

(See front page for all contact details) or 087 2934440

FURTHER EDUCATION CONTRACT TRAINER

Employer: HCT Learning - County Kerry

Duties include: HCT Learning is currently recruiting a trainer to deliver the following QQI

programmes.

Horticulture L3-5

Hand Held Pesticide Application L5,

Boom Sprayer Application L5,

Mechanical Pesticide Application L5, Handling and Distribution of

Pesticides L5

Woodcraft L4,

Home Repair & Maintenance L4,

Painting & Decorating L3,

Floor & Wall Tiling L3

Plastering L3, Brick and Block Laying L3,

Laying Kerbs Flags & Paviors L4,

Hard Landscape Construction L4,

Landscape Construction Maintenace L5

Chainsaw Operations L5,

Felling and Processing of Small Trees L5

Agricultural Mechanics L5

Requirements:

• Trainer must hold a qualification in the area they wish to train along

with a minimum of 2 years experience in this field.

A training qualification (minimum Level 6) is also required.

How to Apply: Interested candidates who wish to find out more about this role

should copy the below link:

https://ie.indeed.com/jobs?q&l=County%20Kerry&fromage=last&advn=2112882627343991&vjk=22e9d330ca2f1c26

CLEANING OPERATIVE

Employer: All Spick n Span Cleaning Services - Tralee, County Kerry

Job Details:

• General Cleaner in Tesco supermarket chain environment

• €10.80 per hour

Four paid weeks holidays each year

Ten paid bank holidays

Shift roster (not finalised) approx 31hr/week

For further information and to Apply:

One can ring me (John 0876672540) at your convenience for a quick interview over the phone. (between hrs of 10:00 to 19:00)

https://ie.indeed.com/jobs-in-County-Kerry?

advn=8308672770864636&vjk=d4b47274bda6ba67

BOOK KEEPER

Employer:

Established Tralee based Construction Company

Duties include:

- Processing Subcontractors RCT Payments
- Preparation and filing Revenue Returns (RTC, VAT, P30)
- Payroll
- Processing Invoices
- Bank/Credit Card Reconciliations
- Posting to journals, ledgers and other records
- Processing HRI and other grant paperwork
- **Requirements:** Candidates must have 5 Years Accounts Experience
 - Excellent IT Skills—Proficient in Excel (Spread Sheets)
 - Must have Accounts Software Knowledge—Sage & Big Red Book software experience is essential
 - Must have Accounts Payable & General Accounts Knowledge
 - Good communication skills and the ability to operate effectively as part of a team
 - Ability to multi-task, prioritise and meet deadlines effectively
 - Flexible and adaptable approach to work

How to Apply:

Send CV to:

bookkeeperwanted2020@gmail.com

Closing date Thursday the 28th May 2020

STAFF NURSES (FULL-TIME/PART-TIME/RELIEF CONTRACTS, PERMANENT/FIXED TERM)

Employer:

Saint John of God Community Services CLG Kerry Services

Requirements:

- RNMH/RNID qualifications or other suitable nursing qualifications and to be a Staff Nurse on the current register as maintained by An Board Altransias
- 1—2 relevant experience of supporting people with an intellectual disability is an advantage
- Relevant experience of work with people who have behaviours that challenge is and advantage
- Demonstrate excellent communication (both verbal and written) organisational skills, flexibility and commitment
- Must have a full clean driver's licence for a manual vehicle, D licence

For further information and to Apply:

Informal enquiries to Catherine Hunt, Clinical Nurse Manager

064-6644133 ext. 257

PROGRAMME MANNAGER DAY CARE SERVICES—SPECIFIED PURPOSE—39 HRS PER WEEK

Employer:

Essential

Requirements for the post:

Saint John of God Community Services CLG Kerry Services

- A recognised Nursing/Clinical/Healthcare/Social Care/Education
 Third level Qualification
- 2 years experience in a relevant Supervisory/Management role, ideally in an environment supporting people with and Intellectual Disability
- Understanding of, developing Day programmes in line with 'New Directions' in community settings
- Clear understanding of, and commitment to, contemporary services delivery approaches
- Good ICT knowledge and skills
- Full clean Driving Licence for a manual vehicle

How to Apply: Informal enquiries to: Ms Claire O'Dwyer, General Manager on

066-7124333

Suitable Applicants Interviews shall be held on the 28th May 2020

CARE ASSISTANTS (FULL-TIME/PART-TIME/RELIEF CONTRACTS, PERMANENT/FIXED TERM)

Employer: Saint John of God Community Services CLG Kerry Services

Requirements:

- Certificate in Healthcare Supports at FETAC Level 5
- He/She supports and assists in all activities of daily living in line with the needs and wishes of the individual as outlined in an agreed care plan
- Acting as an advocate for residents and promoting social interaction with the community
- Demonstrate excellent communication (both verbal and written), organisational skills, flexibility and commitment
- Must have a full clean driver's licence for a manual vehicle, D licence would be and advantage

For further information

Informal enquiries ot Catherine Hunt, Clinical Nurse Manager 064 6644133 ext. 257

and to Apply:

CLINICAL NURSE MANAGER 2 (EMERGENCY DEPARTMENT) - PERMANENT

Employer: HSE, County Kerry

Job Details: Proposed Interview Date:

 Due to the urgent requirement of this post interviews will take place as soon as possible once the closing date has passed. This means that you may be called forward for interview at very short notice.

Post Specific Related Information:

• Please ensure you download, save and read the Job Specification, Additional Campaign Information as well the Application Form. All of these documents are located at the bottom of this advertisement. We strongly recommend that you read the Job Specification before completing your application form. Full details on this campaign plus the answers to many queries such as: "Am I eligible to apply?" "Where are the posts?", "What will my salary be?", "If I apply what happens next?" are available in the document Additional Campaign InformationHBS08703 for this recruitment campaign. We strongly recommend that you read the information in this document carefully before making an application. Take time to read through the various sections, which take you through the process from beginning to end.

How to Apply:

Duties:

Informal enquiries to Carol Mannix, ADON ED & Patient Flow, UHK Email: carol.mannix@hse.ie Tel: 066 – 7184000 or 087 - 7752588 Suitable Applicants Interviews shall be held on the 28th May 2020

Application Details:

E-mail: Applynursing@hse.ie using the subject line HBS08703 Clinical Nurse Manager 2 (Emergency Department) Please note that you must submit your application form via email only

INDUSTRIAL COOK—FULL-TIME, PERMANENT

Employer: Folláin - County Kerry

- Cooking of fresh food in a HACCP controlled food factory using large scale equipment.
- Working to cook established recipes to agreed specifications.
- Previous experiences of preparation and cooking of fresh foods an advantage.
- Full training will be provided.
- Permanent positions available to the right candidates
- Preparation & Cooking of Foods: 1 year (Preferred)

For further information and to Apply:

https://ie.indeed.com/jobs?q&I=Killorglin%2C%20County% 20Kerry&fromage=last&advn=722007527046609&vjk=12047 223fb15b5db

ARTIC DRIVERS

Employer: Garyowen Transport LTD

Job Details: Garyowen Transport Ltd have a number of vacancies for Artic

Drivers.

Experience not essential

Newly qualified & experienced driver welcome to apply

How to Apply: Contact 087 2952470

GRADUATE TRALEE ACCOUNTANT - LISTOWEL

Employer: H2 Group—Forecourt Retailing

Job Details: This is an ideal opportunity for someone to start their

professional career in a expending and innovative Irish company

You will be a recent graduate or current trainee with strong academics looking to secure a professional training contract

under the ACCA or CPA professional bodies

Job Requirements: Relevant 3rd level qualification in business/accountancy

Be interested in pursuing a career as an accountant

Excellent communication skills and a willingness ot learn

Excellent drive, commitment and enthusiasm

How to apply: Email your CV and cover letter outlining your suitability to-

jobs@h2group.ie

SITE ENGINEER- RELOCATION TO SWEDEN

SilverBack Staffing - Ireland Employer:

Job Requirements: Previous Construction experience as a Site Engineer

Excellent level of attention to detail and organisation

Confident in dealing with sub-sontractors, engineers and site manag-

Proficient in MS Word, Excel, Outlook

Ability to work on own initiative

Site Engineer: 4 years (Preferred)

Contractor: 3 years (Preferred)

How to Apply: Copy the below link into your browser:

https://ie.indeed.com/jobs?q&I=County%20Kerry&fromage=

last&advn=3940844665613588&vjk=5e3a209d32bf3823



Fit2Work Skills Program

We are here to help you get upskilled and rehired

The Program is designed to Upskill Trainees for any sector and Trainees Learn on Any Device. You can pick and choose the courses you wish to complete

Courses include

IT Skills - Essential Computer Literacy Skills That Everyone Needs

30 Hours - 6 Courses

- Microsoft excel skills
- Microsoft Outlook Skills
- Microsoft word skills
- Microsoft teams
- Microsoft PowerPoint skills
- Cyber Security

These will be Microsoft approved courses and will have assessments and certification

Personal Skills - Essential Skills That All Employers Look For

14 Hours - 6 Courses

- Critical thinking and problem solving
- Digital Literacy skills that grow your career
- Effective communication
- Effective time management
- Emotional intelligence at work
- Team working skills

These courses will have expert trainers and will have assessments and certification

Career Skills - Skills and Practical Techniques to Getting That Job

6 Hours -3 Courses

- How to Succeed at writing application
- How to sell yourself and interview techniques
- Job hunting techniques to get hired faster

Practical steps and techniques to getting hired Includes Templates that can be amended

Eligible Trainees: People who are not in employment can participate in Employment Activation Programme.

For more information please visit

www.kerryskillnet.ie Find us on Facebook @southkerryskillnet1 T: 066 9762477

E:info@kerryskillnet.ie

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Jobs Sheet Publishing Info



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

<u>www.southkerry.ie</u> <u>jobsheet@southkerryles.ie</u>



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





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

