Call in to one of our local offices for a free, friendly & confidential service.

South Kerry Local Employment Services

✅ Job Searching
✅ Career Guidance
✅ Information Service
✅ Education & Training

Head Office, West Main Street, Cahersiveen.
Tel: 066 – 947 3068

Kenmare Office
21 Henry Street,
First Floor
Kenmare,
Co. Kerry
Tel: 064 6641930

Killorglin Office
Library Place,
Killorglin

Killarney Office
37A High Street,
2nd Floor
Killarney,
Co. Kerry
Tel: 064 6636966

Killarney Jobs Club

✅ Curriculum Vitae (C.V.’s)
✅ Cover Letters
✅ Jobs Club Training

37A High Street, 2nd Floor, Killarney.
Tel: 064 – 663 7833

Our offices are open from Monday to Friday
9:00 – 17:00
(Except lunchtime)
Office Administrators

Employer: Munster Joinery
Location: Ballydesmond
Job Summary: Office Administrators
Requirements:
- Third Level or FETAC Qualification
- Strong administration and organisational skills with excellent attention to detail
- Computer proficiency including Microsoft applications
- Professional attitude and ability to work on own initiative
- Excellent verbal and written standard of English
Duties:
- Working within a Team environment
- Handling inbound and outbound calls for new and existing customers
- Logging customer queries and follow up on necessary action
- Provide administration support within department
- Data entry using various computerised packages
How to Apply: Please forward a current CV via email to: personnel@munsterjoinery.ie.
Munster Joinery, Lacka Cross, Ballydesmond, Co Cork. Tel: 064 775 1151

Administrator

Location: Tralee
Job Summary: Administrator
Requirements:
- 2 years' Administrative Experience
- Excellent organisational and communication skills
- Ability to deliver a high level of customer service
- Ability to work on own initiative and multi-task
- Flexible approach to duties
- Proficient in Microsoft Word, Excel, social media and basic accounting
- Full clean drivers licence
Hours: Part time
How to Apply: Please apply to PO Box No 0250, Kerry's Eye Newspaper, Ashe Street, Tralee
Closing Date: 23rd January 2017

Reception / Sales / Administration

Location: Tralee / Killorglin
Job Summary: Reception / Sales / Administration. Position available in both Tralee and Killorglin. Please indicate your preferred choice.
Requirements:
- Reception/Office Skills Desirable
- Full Training Provided
Hours: Three to five days per week
How to Apply: Please apply with CV and Cover Letter to South Kerry Local Employment Services, Library Place, Killorglin, Co Kerry
Travel Agency Staff

Employer: Alpha Flight Guru (Online Travel Agency)
Location: Tralee
Job Summary: Online Travel Agency Staff
Requirements:
- Previous experience working in an office environment
- Excellent attention to details
- Ability to work as part of a team
- Must be proficient in Microsoft Office (Word, Excel, etc.)
- Available to work evening shifts
Duties:
- Booking, changing & cancelling flights
- Contacting Airlines to organise special requests for clients
- Light administrative work
How to Apply: Please send CV and cover letter to: noreen@alphaflightguru.com
Closing Date: 27th January 2017

Office Administrator - Accounts

Employer: Independent Irish Health Foods Ltd
Location: Ballyvourney
Job Summary: Office Administrator - Accounts
Requirements:
- Knowledge of computerised accounting and payroll systems
- Typing skills and office qualification beneficial
- Clear communication skills both written and oral
How to Apply: Please forward CV with references to: jobs@iihealthfoods.com. Independent Irish Health Foods Ltd., Unit 12 Ballyvourney Industrial Estate, Ballyvourney, Co Cork. Tel. 026 65750

Office Administrator

Employer: Cahereen Heights Childcare Facility
Location: Castleisland
Job Summary: Office Administrator
Requirements:
- Typing skills and office qualification essential
- Good communication skills both written and oral
Duties:
- Providing administration assistance to management
- Ordering office and school supplies
- Maintaining & updating children and staff files
Hours: Part time
How to Apply: Please apply with CV to: Marguerite O’Sullivan - Cahereen Heights Childcare Facility, 26 The Meadows, Cahereen Heights, Castleisland, Co Kerry or email: cahereenheights@outlook.com
Closing Date: 20th January 2017
### Support Worker

**Employer:** Kerry Parents and Friends Association  
**Location:** Cahersiveen  
**Job Summary:** Support Worker to provide support to young adults with Intellectual Disability.  
**Requirements:**  
- FETAC level 5 in Healthcare or equivalent qualification  
- The role will require the use of your own car  
**Duties:**  
The core activities for the post of Support Worker will include planning and setting goals with the person to assist them in meeting their personal, social, recreational, academic, independent living, community integration, training and supported employment needs  
**Hours:** Part time (30 hours per week. Temporary)  
**How to Apply:** For application forms please contact KPFA Reception at 064 663 2742 or email info@kpfa.ie. Completed Application Forms must be submitted to: Chief Executive, Kerry Parents and Friends Association, Old Monastery, Port Rd., Killarney, Co Kerry  
**Closing Date:** 27th January 2017

### Centre Manager

**Employer:** Kerry Parents and Friends Association  
**Location:** Castleisland  
**Job Summary:** Centre Manager (Glebe Lodge, Castleisland Services)  
**Requirements:**  
- Nursing Qualification  
- 5 years’ experience working within a person centred model in the Intellectual Disability Sector  
- Relevant Management Qualification desirable  
- 3 years’ experience in a Management / Supervisory position  
- Car owner with full clean driving licence  
**Hours:** Full time (Temporary Maternity Leave Cover)  
**How to Apply:** For application forms please contact KPFA Reception at 064 663 2742 or email info@kpfa.ie. Completed Application Forms must be submitted to: Chief Executive, Kerry Parents and Friends Association, Old Monastery, Port Rd., Killarney, Co Kerry  
**Closing Date:** 27th January 2017

### Support Workers

**Employer:** Kerry Parents and Friends Association  
**Location:** Listowel  
**Job Summary:** Support Workers (Listowel Day Services)  
**Requirements:**  
- FETAC Level 5 in Healthcare or equivalent qualification  
**Hours:** Full time (plus Full & Part time Temporary posts available)  
**How to Apply:** For application forms please contact KPFA Reception at 064 663 2742 or email info@kpfa.ie. Completed Application Forms must be submitted to: Chief Executive, Kerry Parents and Friends Association, Old Monastery, Port Rd., Killarney, Co Kerry  
**Closing Date:** 27th January 2017
Instructor

Employer: Kerry Parents and Friends Association
Location: Listowel
Job Summary: Instructor (Listowel Day Services)
Requirements:
- FETAC Level 5 Qualification
- Experience of working with adults with an intellectual disability in one or more of the areas of life skills, arts & crafts, recreation, community integration and supported employment
- Experience and Training in implementing positive behaviour support plans are required

Hours: Full time
How to Apply: For application forms please contact KPFA Reception at 064 663 2742 or email info@kpfa.ie. Completed Application Forms must be submitted to: Chief Executive, Kerry Parents and Friends Association, Old Monastery, Port Rd., Killarney, Co Kerry
Closing Date: 27th January 2017

Support Workers

Employer: Kerry Parents and Friends Association
Location: Killarney
Job Summary: Support Workers (Killarney Day Services)
Requirements:
- FETAC Level 5 in Healthcare or equivalent qualification
- Own car plus full clean driving licence

Duties: The position will include driving the supported person from Tralee to Killarney (mileage expenses will be paid), as well as supporting the person while at the day service

Hours: Part time (plus Full & Part time Temporary posts available)
How to Apply: For application forms please contact KPFA Reception at 064 663 2742 or email info@kpfa.ie. Completed Application Forms must be submitted to: Chief Executive, Kerry Parents and Friends Association, Old Monastery, Port Rd., Killarney, Co Kerry
Closing Date: 27th January 2017

Relief Staff - Staff Nurses / Support Workers / Social Care Workers

Employer: Kerry Parents and Friends Association
Location: Listowel / Tralee / Castleisland / Killarney / Rathmore
Job Summary: Relief Staff - Staff Nurses / Support Workers / Social Care Workers. These staff positions are required across the locations above.

How to Apply: For application forms please contact KPFA Reception at 064 663 2742 or email info@kpfa.ie. Completed Application Forms must be submitted to: Chief Executive, Kerry Parents and Friends Association, Old Monastery, Port Rd., Killarney, Co Kerry
Closing Date: 27th January 2017
Childcare Supervisor

Employer: Maine Valley Family Centre
Location: Castlemaine
Job Summary: Childcare Supervisor
Requirements:
- BA (Early Childhood Studies / Early Childhood Care & Education) or FETAC Level 6 Childcare Supervision
- Three years or more in either a paid or voluntary capacity working with pre-school and after-school groups
- Providing a high standard of care and education for all children in the service
- Co-ordinate age appropriate curriculum for pre-school and after-school children
- Provide support to other personnel within the childcare service
- Day to day management of the childcare service in terms of administration & record keeping
- Liaising with parents, local schools and other outside organisations
- HSE inspection preparation
- Experience of financial management
- Work within the policies and procedures of the childcare service as set out by the Board of Management
- Experience of family support
- Friendly and relaxed
- Good team player with excellent leadership skills to lead and motivate the childcare team
- Good communication and IT skills
- Flexible and reliable

Duties: The Childcare Supervisor will report and be accountable to the Co-Ordinator/Management Committee

How to Apply: Please contact Liz Fenton on 066 976 7833 or email: mainevalley@hotmail.com for an application form and a job description. (CV’s will not be accepted Canvassing will disqualify).

Closing Date: 20th January 2017 (Interviews 30th January 2017)

Area Training Manager

Employer: Kerry Education & Training Board
Location: Tralee
Job Summary: Area Training Manager
How to Apply: Application form, Job Description and Person Specification can be downloaded from our website www.kerryetb.ie/opportunities or contact Human Resources Department on 066 712 1488. Completed applications via email only to: jobs@kerryetb.ie. No CV’s, only official application form will be accepted. Kerry Education & Training Board, Centrepoint, John Joe Sheehy Road, Tralee, Co Kerry. Tel: 066 712 1488

Closing Date: 24th January 2017
Oral Examiners Pool for Junior Cycle Examinations:
French / Spanish / Irish / German

Employer: Kerry Education & Training Board
Location: Tralee
Job Summary: Oral Examiners Pool for Junior Cycle Examinations: French / Spanish / Irish / German
Requirements: • Registered in accordance with Section 31 of the Teaching Council Act 2001
• Teaching experience
• Examining experience
• Familiarity with the guidelines of Junior Cycle Language as per State Examinations Commission
How to Apply: Please complete application form which can be downloaded from our website www.kerryetb.ie/opportunities and return via email only to: jobs@kerryetb.ie. No CV’s, only official application form will be accepted. Kerry Education & Training Board, Centrepoint, John Joe Sheehy Road, Tralee, Co Kerry. Tel: 066 712 1488
Closing Date: 18th January 2017

Early Years Educator / Childcare Assistant

Employer: Cahereen Heights Childcare Facility
Location: Castleisland
Job Summary: Early Years Educator / Childcare Assistant
Requirements: • Minimum FETAC Level 5
• Montessori background would be an advantage
Hours: Full time
How to Apply: Please apply with CV to: Marguerite O’Sullivan - Cahereen Heights Childcare Facility, 26 The Meadows, Cahereen Heights, Castleisland, Co Kerry or email: cahereenheights@outlook.com
Closing Date: 20th January 2017

Relief Workers

Employer: Cahereen Heights Childcare Facility
Location: Castleisland
Job Summary: Relief Workers
Requirements: • Minimum FETAC Level 5 in Childcare
How to Apply: Please apply with CV to: Marguerite O’Sullivan - Cahereen Heights Childcare Facility, 26 The Meadows, Cahereen Heights, Castleisland, Co Kerry or email: cahereenheights@outlook.com
Closing Date: 20th January 2017
**Accommodation Assistants**

**Employer:** McSweeney Arms Hotel  
**Location:** Killarney  
**Job Summary:** Accommodation Assistants  
**Hours:** Full & Part time positions available  
**How to Apply:** Please apply with CV to: mcsweeneyarms@eircom.net

**Head Chef**

**Employer:** McSweeney Arms Hotel  
**Location:** Killarney  
**Job Summary:** Head Chef  
**Hours:** Full time  
**How to Apply:** Please apply with CV to: mcsweeneyarms@eircom.net

**Chef de Partie**

**Employer:** McSweeney Arms Hotel  
**Location:** Killarney  
**Job Summary:** Chef de Partie  
**Hours:** Full time  
**How to Apply:** Please apply with CV to: mcsweeneyarms@eircom.net

**Breakfast Waiting Staff**

**Employer:** McSweeney Arms Hotel  
**Location:** Killarney  
**Job Summary:** Breakfast Waiting Staff  
**Hours:** Full time  
**How to Apply:** Please apply with CV to: mcsweeneyarms@eircom.net

**Bar & Restaurant Waiting Staff**

**Employer:** McSweeney Arms Hotel  
**Location:** Killarney  
**Job Summary:** Bar & Restaurant Waiting Staff  
**Hours:** Full time  
**How to Apply:** Please apply with CV to: mcsweeneyarms@eircom.net

**Bar Person**

**Employer:** Faha Court - Bar & Restaurant  
**Location:** Killarney  
**Job Summary:** Bar Person  
**Requirements:**  
- Experience required  
- Own transport essential  
**How to Apply:** To Apply please contact Mike at: 087 640 9991. Faha Court - Bar & Restaurant, Killarney Country Club, Faha, Killarney, Co Kerry. Tel: 064 664 4944
Head Chef

Employer: QC's Townhouse & Seafood Restaurant
Location: Cahersiveen
Job Summary: Head Chef
Requirements: 
- The correct candidate to fill this position will be a talented “hands on” chef that is passionate about food and seafood in particular. In order to fill this position successfully they will have to demonstrate to the owners that they are business minded and appreciate that it is the customer pays the wages. They must be able to offer a balanced mix of maturity and fun
- Good level of written and spoken English
- Excellent organisational skills
- Candidate must be able to provide references
Duties: The successful candidate will head up a small team of hard working kitchen staff who have been working collectively within the business for 15 years. They will need to be able to manage this team and motivate them whilst being mindful of the seasonality of this business
Hours: Full time
How to Apply: To apply please contact Kate on 087 677 9616 or email info@qcbar.com

Reservations Manager

Employer: Eviston House Hotel (Best Western)
Location: Killarney
Job Summary: Reservations Manager
Requirements: 
- Experience in Hotel Reservations
- Excellent communication skills
- Proficient in social media, OTA and website management
- Knowledge of HotSoft and SiteMinder desirable
How to Apply: Please apply with CV and cover letter to peviston@evistonhouse.com.
Eviston House Hotel, 97 New Street, Killarney, Co Kerry. Tel: 064 663 1640

Bar Food Chef

Employer: The Brehon
Location: Killarney
Job Summary: Bar Food Chef
Requirements: 
- Experience in a similar sized 4/5 star property with busy food operations
- Passion for providing excellent customer service
- Strong work ethic
How to Apply: Apply with CV to Anne O’Leary – HR Department, The Brehon, Muckross Road, Killarney, Co Kerry or email: hr@thebrehon.com. Tel: 064 663 0700
Closing Date: 20th January 2017
Front Office

Employer: The Killarney Park Hotel
Location: Killarney
Job Summary: Front Office
How to Apply: Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town Centre, Killarney, Co Kerry or application forms available at the hotel.
Closing Date: 25th January 2017

Food & Beverage Personnel (Operation & Supervisory)

Employer: The Killarney Park Hotel
Location: Killarney
Job Summary: Food & Beverage Personnel (Operation & Supervisory)
How to Apply: Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town Centre, Killarney, Co Kerry or application forms available at the hotel.
Closing Date: 25th January 2017

Kitchen Personnel

Employer: The Killarney Park Hotel
Location: Killarney
Job Summary: Kitchen Personnel
How to Apply: Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town Centre, Killarney, Co Kerry or application forms available at the hotel.
Closing Date: 25th January 2017

Bar Person

Employer: Killarney Court Hotel
Location: Killarney
Job Summary: Bar Person
Requirements:
- Food & Beverage experience
- Some Late Shifts required
Hours: Part time until March then Full time
How to Apply: Apply with CV by email to: manager@killarneycourthotel.com or by post to: Mr. Stephen Dermody, General Manager, Killarney Court Hotel, Tralee Road, Killarney, Co Kerry. Tel: 064 663 7070

Chef

Employer: The Lake Hotel
Location: Killarney
Job Summary: Chef
Requirements:
- Experience in a similar position essential
- Good knowledge of menu planning and food presentation skills
How to Apply: Applications in writing can be sent to: The HR Department, The Lake Hotel, Muckross Road, Killarney, Co Kerry or email: hr@lakehotel.com
Breakfast Chef

**Employer:** The Brehon  
**Location:** Killarney  
**Job Summary:** Breakfast Chef  
**Requirements:**  
- Experience in a similar sized 4/5 star property with busy food operations  
- Passion for providing excellent customer service  
- Strong work ethic  
**How to Apply:** Apply with CV to Anne O’Leary – HR Department, The Brehon, Muckross Road, Killarney, Co Kerry or email: hr@thebrehon.com. Tel: 064 663 0700  
**Closing Date:** 20th January 2017

Assistant Bar Manager

**Employer:** The Brehon  
**Location:** Killarney  
**Job Summary:** Assistant Bar Manager  
**Requirements:**  
- Experience in a similar sized 4/5 star property with busy food operations  
- Passion for providing excellent customer service  
- Strong work ethic  
**How to Apply:** Apply with CV to Anne O’Leary – HR Department, The Brehon, Muckross Road, Killarney, Co Kerry or email: hr@thebrehon.com. Tel: 064 663 0700  
**Closing Date:** 20th January 2017

Restaurant Staff

**Employer:** The Brehon  
**Location:** Killarney  
**Job Summary:** Restaurant Staff  
**Requirements:**  
- Experience in a similar sized 4/5 star property with busy food operations  
- Passion for providing excellent customer service  
- Strong work ethic  
**How to Apply:** Apply with CV to Anne O’Leary – HR Department, The Brehon, Muckross Road, Killarney, Co Kerry or email: hr@thebrehon.com. Tel: 064 663 0700  
**Closing Date:** 20th January 2017

Restaurant Personnel

**Employer:** The Europe Hotel & Resort  
**Location:** Killarney  
**Job Summary:** Restaurant Personnel  
**Requirements:**  
- Previous experience essential  
**Hours:** Full time  
**How to Apply:** Applications to: Ms Hilar O’Mara, Human Resources Manager, Killarney Hotels Ltd, Fossa, Killarney, Co. Kerry. Email: killarneyhotels.hr@liebherr.com. Tel: 064 667 1300.  
**Closing Date:** 27th January 2017
Guest House Assistants

Employer: Killaran House
Location: Killarney
Job Summary: Guest House Assistants
Requirements:
- Experience desirable
- Fluent English essential
Hours: Full time (5 mornings weekly) or Part time (2/3 mornings weekly)
How to Apply: Please email your CV to: info@killaranhousekillarney.com. Killaran House, Park Road, Killarney, Co Kerry. Tel: 064 663 7286

Health & Fitness Club Attendant

Employer: The Killarney Park Hotel
Location: Killarney
Job Summary: Health & Fitness Club Attendant
How to Apply: Applications in writing to: The Personnel Manager, The Killarney Park Hotel, Town Centre, Killarney, Co Kerry or application forms available at the hotel.
Closing Date: 25th January 2017
Senior Nurse / Clinical Nurse Manager

Employer: Ashborough Lodge
Location: Milltown
Job Summary: Senior Nurse / Clinical Nurse Manager to assist the Director of Nursing
Requirements:
- Degree in Nursing and active registration with NMBI
- Minimum 5 years' experience as a Nurse with 2 years' in Elderly care
- Strong Staff Management abilities and skills and experience in same
- Strong Leadership skills
- HIQA experience essential
- Interest in Staff Development & Training
- Very good Communication skills
Duties:
- Supervise Staff in providing a Person Centred Care to Residents
- Providing the best nursing care possible to elderly residents
- Liaising with families, GPs and other auxiliary agents
- Ensuring all current legislation is adhered to
- Staff Management and updating and ensuring Staff Training & Development
- Report clinical issues as appropriate to the Director of Nursing

How to Apply:
Please send your CV by post to: Ms. Miriam Harty, HR Department, Ashborough Lodge Residential Nursing Home, Lyre Road, Milltown, Co Kerry or via email to: m.harty@allenfield.ie
Closing Date: 31st January 2017

Staff Nurse

Employer: Kerry Community Hospitals & Community Nursing
Location: Various – Dingle / Listowel / Kenmare / Cahersiveen / Killarney
Job Summary: Staff Nurse - Immediate posts:
- West Kerry Community Hospital (Dingle)
- Listowel Community Hospital
Staff Nurse - Future positions:
- Kenmare Community Nursing Unit
- Cahersiveen Community Hospital
- Killarney Community Hospitals
Hours: Full time
How to Apply:
Informal enquires to: Ber Power, Residential Services Manager Older Persons Kerry at email: gillian.oriodan@hse.ie or telephone 064 663 8834. Completed application form, which should demonstrate eligibility in accordance with the criteria set out in the job specification should be forwarded by email to: gillian.oriodan@hse.ie or by post (3 copies) to: Ber Power, Residential Services Manager Older Persons Kerry, Killarney Community Hospitals, St Margaret’s Road, Killarney, Co Kerry
Registered Nurse

Employer: Ocean View Nursing & Retirement Home
Location: Tralee
Job Summary: Registered Nurse
Hours: Part time
How to Apply: To apply please email CV to oceanviewnh@gmail.com or for further information please call Jackie at: 066 713 0267. Ocean View Nursing & Retirement Home, Camp, Tralee, Co Kerry

Staff Nurse

Employer: St. Joseph's Home
Location: Killorglin
Job Summary: Staff Nurse
How to Apply: Please contact St. Joseph’s Home, Ballymacprior, Killorglin, Co Kerry. Tel: 066 976 1124 or email: stjosephskillorglin@eircom.net

Welder

Employer: Kerry Mechanical Engineering Ltd
Location: Listowel
Job Summary: Welder
Requirements:
• 3 years’ experience
• Ability to read and work to fabrication drawings and work to tight deadlines
How to Apply: Please send CV to kerrymecheng@gmail.com or to: Kerry Mechanical Engineering, Kilmeaney, Kilmorna, Listowel, Co Kerry. Tel: 068 45005

Apprentice Fitter / Fabricator

Employer: Kerry Mechanical Engineering Ltd
Location: Listowel
Job Summary: Apprentice Fitter / Fabricator
Requirements:
Must have completed and achieved their Leaving Certificate and have achieved Mechanical Drawing and Engineering
How to Apply: Please send CV to kerrymecheng@gmail.com or to: Kerry Mechanical Engineering, Kilmeaney, Kilmorna, Listowel, Co Kerry. Tel: 068 45005
Butcher (Fully Qualified)

Employer: Hegarty's SPAR Supermarket
Location: Killarney
Job Summary: Butcher (Fully Qualified)
Hours: Full time or Part time positions available
How to Apply: Please apply with CV to: Hegarty’s SPAR Supermarket, Park Road, Killarney, Co Kerry. Tel: 064 663 1814

Trainee Butcher

Employer: Hegarty's SPAR Supermarket
Location: Killarney
Job Summary: Trainee Butcher
Hours: Full time or Part time positions available
How to Apply: Please apply with CV to: Hegarty’s SPAR Supermarket, Park Road, Killarney, Co Kerry. Tel: 064 663 1814

Deli Supervisor

Employer: Byrnes SPAR
Location: Tralee
Job Summary: Deli Supervisor
Requirements:
- Relevant previous experience essential
- Fluent English
- A strong interest in customer care, food hygiene and presentation and an ability to work in a busy environment with a desire to pursue a career in catering are essential
Hours: Full time
How to Apply: Candidates with relevant experience should apply in writing to: HR Manager, Byrnes SPAR, Monavalley, Abbeydorney Road, Tralee, Co Kerry or email: jintheteamatbyrnesspar@gmail.com
Closing Date: 19th January 2017

Deli Staff

Employer: Byrnes SPAR
Location: Tralee
Job Summary: Deli Staff
Requirements:
- Relevant previous experience essential
- Fluent English
- A strong interest in customer care, food hygiene and presentation and an ability to work in a busy environment
Hours: Full time
How to Apply: Candidates with relevant experience should apply in writing to: HR Manager, Byrnes SPAR, Monavalley, Abbeydorney Road, Tralee, Co Kerry or email: jintheteamatbyrnesspar@gmail.com
Closing Date: 19th January 2017
Furniture Sales Assistant

Employer: Lane Bros. Homestore
Location: Tralee
Job Summary: Furniture Sales Assistant
Requirements: Experience desirable but not essential
Hours: Part time
How to Apply: Please apply in writing to: Lane Bros. Furniture, Horan Centre, Tralee or via email: timmylane@eircom.net. Tel: 066 714 4770

Cleaning Staff

Location: Tralee
Job Summary: Cleaning Staff required for local cleaning company
How to Apply: Please forward CV to PO Box No 0255, Kerry’s Eye Newspaper, Ashe Street, Tralee, Co Kerry

Warehouse Operative

Employer: Independent Irish Health Foods Ltd
Location: Ballyvourney
Job Summary: Warehouse Operative
Requirements:
• Experience in picking and packing beneficial
• Must be motivated and a good team player
Duties: Responsible for general warehousing duties
How to Apply: Please forward CV with references to: jobs@iihealthfoods.com. Independent Irish Health Foods Ltd., Unit 12 Ballyvourney Industrial Estate, Ballyvourney, Co Cork. Tel. 026 65750.
## Automotive Mechanic (Apprentice)

**Employer:** Randles Bros  
**Location:** Tralee  
**Job Summary:** Automotive Mechanic (Apprentice)  
**Requirements:**  
- Highly motivated  
- Ability to work on own initiative  
- Full clean drivers licence  
- Excellent communication skills  
- Experience desirable but not essential as full training will be provided  

**How to Apply:** Please forward CV to: Service Manager, Randles Bros Ltd, Manor West Retail Park, Tralee, Co Kerry. Tel: 066 712 4275 or email: padraig@randlesbros.com

## Job Commercial Spray Painter (Qualified and Apprentice role available)

**Location:** Rathmore  
**Job Summary:** Commercial Spray Painter (Qualified and Apprentice role available – Number of positions 2)  
**Requirements:**  
- Minimum 5 years’ experience in the commercial painting industry.  

**Duties:**  
- Skilled and appropriate prep will be undertaken before vehicles are masked and then painted in our purpose built 40’ spray booth oven.  
- Vehicles range from Oil tankers and coaches to Vans and trucks.  
- Must be able to work at height  

**Hours:** Full time  
**How to Apply:** Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net

## Sign Fitters

**Location:** Rathmore  
**Job Summary:** Sign Fitters  
**Requirements:**  
- Minimum 2 years’ experience in the industry.  

**Duties:**  
- Wrapping Vans & Trucks. Manufacture of said signs  

**Hours:** Full time  
**How to Apply:** Please send CV to Joanne Griffin, South Kerry Development Partnership, Library Place, Killorglin, Co. Kerry or email jgriffin@skdp.net
South Kerry Development Partnership

Are Currently Recruiting for the

TÚS-Community Work Placement Initiative Participants.

- Are you Unemployed 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 in South Kerry Development Partnership, West Main Street, Cahersiveen or phone 066 9472724. Joseph McCrohan Tus Manager & Concubhair Lyne Tus Supervisor
Kenmare Adult Education Centre
Spring 2017 Programme is now available.

Our new leaflet outlines the QQI Courses, Short Courses and Workshops starting in January.

Contact Kenmare Adult Education Centre:
phone: 064-6641157
email: info@kenmareaec.ie
or see the website: www.kenmareaec.ie

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A CAREER IN FINANCIAL SERVICES

Thomas Stuart & Co. Ltd., hold the Agency for EBS d.a.c. in a number of locations in Kerry and are currently seeking new staff at various levels to fill vacancies in their business. These positions involve the marketing and sales of financial and insurance products on behalf of EBS d.a.c. coupled with providing excellent customer service to a large existing customer base. A key responsibility of any suitable candidates will be to excel in customer service – the hallmark of our business.

These positions offer attractive and competitive salaries with potential to progress. Full training will be provided. Successful candidates can look forward to an exciting and rewarding career with potential to develop within a strong organisation.

CLOSING DATE FOR APPLICATIONS IS FRIDAY JANUARY 20th 2017 WHICH SHOULD BE SENT TO THE SECRETARY, THOMAS STUART & CO. LTD., MAIN STREET, CASTLEISLAND, CO. KERRY.
Tús Programme Placements

TÚS Participation Requirements
To be eligible to participate in the TÚS scheme you must meet the following criteria.
• Have been continuously unemployed for at least 12 months and "signing on" on a full-time basis;
• Have been receiving a jobseeker's payment (Jobseeker’s Benefit or Jobseeker's Allowance) from the Department of Social Protection for at least 12 months;
• Be currently receiving Jobseeker’s Allowance.

Please contact your Local Employment Service Offices

Services from the Kerry South Jobs Club

✓ Develop job seeking skills and techniques such as preparing a CV and a cover letter.
✓ Prepare for interviews.
✓ Build relationships and rapport.
✓ Develop verbal communication skills as well as body language skills.
✓ Identify individual strengths and skills and match them to local work opportunities.
✓ Identify ways to improve job seeking decision-making capabilities.
✓ Explore and analyse local work opportunities.
✓ Develop a network of contacts, which can be of assistance in getting work.

• Please contact Mary or Paul for an appointment Tel: 064 66 37833
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 or over for the Childcare, Health and Social Care sectors and 25 years of age or over for all other areas. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Location</th>
<th>No. of positions</th>
<th>Job Ref. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operative</td>
<td>Knocknagoshel</td>
<td>1</td>
<td>CES 2027573</td>
</tr>
<tr>
<td>Office Administrator/Receptionist</td>
<td>Castleisland</td>
<td>1</td>
<td>CES 2027569</td>
</tr>
</tbody>
</table>

Maintenance Person / Grounds Up Keep (Chruchtown Graveyard)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Location</th>
<th>No. of positions</th>
<th>Job Ref. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Care Assistant (Kerry Parents &amp; Friends Association)</td>
<td>Killarney</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Operative (An Oige Hostel, Fossa, Killarney)</td>
<td>Killarney</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Operative / Kitchen Assistant (Kerry Parents &amp; Friends Association)</td>
<td>Killarney</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Operative (Tidy Towns)</td>
<td>Sneem</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Resource Centre Assistant</td>
<td>Sneem</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Crèche Cleaner / Activity Assistant</td>
<td>Sneem</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Local Employment Service - Cahersiveen
West Main Street, Cahersiveen. Co. Kerry
Tel: 066 947 3068

Local Employment Service - Killarney
37A High Street 2nd Floor Killarney, Co. Kerry
Tel: 064 663 6966

Local Employment Service - Killorglin
Library Place, Killorglin Co. Kerry
Tel: 066 976 1615

Local Employment Service - Kenmare
21 Henry Street, 1st Floor Kenmare, Co. Kerry
Tel: 064 664 1930
Services from the Local Employment Services

Job Seekers
Local Employment Services are providing you with free and confidential information, guidance and job-searching support as well as training & educational opportunities.

Employers
Save time and costs associated with recruiting by using our free quality service.

Volunteering Opportunities

Volunteer to increase your chances of employment
On the path to finding a job, why not consider volunteering? Your jobseekers allowance will not be affected if you volunteer, as long as you remain available to take up paid employment.

To find out more, contact Linda, the Placement Officer, at Kerry Volunteer Centre on 066-7117966 or linda@volunteerkerry.ie or visit our website www.volunteerkerry.ie
Please note that it is important to seek approval for volunteering by contacting your DSP Case Officer.

Services from the Killarney Library

The Killarney Library offers free online courses in many areas, such as IT and for learning new languages.

Opening Hours: Monday, Wednesday, Friday, Saturday: 10:00 a.m. - 5.00 p.m.
Tuesday & Thursday: 10:00 a.m. - 8:00 p.m.

Address: Rock Road, Killarney, Co. Kerry
Librarians: Eamon Browne, Kathleen Rice, Noreen Dennehy, Hazel Joy.
Phone: (064) 663 2655
Fax: (064) 663 2967
Email: killarney@kerrylibrary.ie

The Jobs Sheet is published by the South Kerry Local Employment Services.