

South Kerry Local Employment Services

Head Office



Cahersiveen

West Main St

Cahersiveen

Tel:0669473068

Killarney Office

37A High St

2nd Floor

Killarney

Co. Kerry

Tel:0646636966

Killorglin Office

Library Place

Killorglin

Co. Kerry

Tel:0669762444

Kenmare Office

21 Henry St.

First Floor

Kenmare

Co. Kerry

Tel:06466641930

Call into your local office for a free, friendly & confidential service

✓ **Job Searching**

✓ **Career Guidance**

✓ **Information Service**

✓ **Education & Training**

Our offices are open from Monday to Friday

9:00 – 17:00 (Except lunchtime)

Killarney Jobs Club

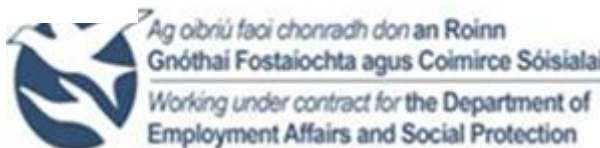
✓ **Curriculum Vitae (C.V s)**

✓ **Cover Letters**

✓ **Jobs Club Training**

37A High Street, 2nd Floor, Killarney.

Tel: 064 – 663 7833



ADMINISTRATOR/PART-TIME

Employer: Kerry Head/Ballyheigue Family Resource Centre
Location: Ballyheigue County Kerry
Requirements: Relevant qualification at minimum QQI Level 6
Experience in financial record keeping, financial reporting & using computerised accounts software & systems
Experience of working in reception and administration
Experience of computerised and manual payroll systems
Ability to communicate effectively with people and provide information using a range of communication methods including social media & newsletters
How to Apply: To request further information and an application form:
Email : ballyheiguefrc@gmail.com
Phone: 066-7116961
Closing date for applications is Friday November 16th at 1pm sharp
Interviews scheduled to take place the week of November 26th

EXPERIENCED OFFICE ADMINISTRATOR/ACCOUNTS/STORE PERSON

Employer: DeLaval
Location: Tralee County Kerry
Requirements: Experience essential
Competitive remuneration offered
How to Apply: Send CV to :
Derek O'Brien at Eddie Slattery Dairy & Refrigeration
Unit 2; The Mart
Tralee
Phone: 066-7118800

BOOK-KEEPER /ACCOUNTING TECHNICIAN

Employer: Carmody Leen O' Donnell & Co
Location: Tralee County Kerry
Requirements: A minimum of two years' experience, preferably within a practice environment & Experience of both VAT & Payroll preparation
Excellent IT Skills, attention to detail and a professional manner are essential
A familiarisation with ROS would be a distinct advantage
How to Apply: Apply in writing to:
Carmody Leen O' Donnell & Co.
5 Day Place,
Tralee, Co. Kerry
Closing date for applicants is 15th November 2018

Admin / Office /Professional Cont...

Property Administrator

Employer: Its4rent.ie
Location: Killarney Business Centre, High Street, Killarney, Co. Kerry
Requirements: Previous experience using a CRM system and accounting package would be a bonus. Must be professional, organised and have excellent computer skills
How to Apply: Email your CV to: karina@its4rent.ie before close of business Tuesday the 6th November 2018.

Healthcare/Childcare

MEDICAL SECRETARY

Employer: Corinne Evans Physiotherapy Clinic
Location: Tralee County Kerry
Requirements: A hardworking enthusiastic Medical Secretary to cover from January 2019
How to Apply: Email CV and cover letter : info@corinneevansphysiotherapy.com
Closing date for applicants is November 16th 2018
Canvassers will be disqualified

CHILDCARE TUTOR POST

Employer: Kenmare Further Education Center
Location: Kenmare County Kerry
Requirements: Level 7 or higher qualification which includes Early Years Studies
Experience of delivery of QQI courses to Level 5
Experience of delivery to adults
Be available 2 morning a week
How to Apply: Application form and full details for the above post may be obtained from www.kerryetb.ie/opportunities or contact the HR Dept 066-1721488
Email CV : jobs@kerryetb.ie
Closing date for applicansts is November 12th 2018n@ 12Noon

Driver/Mechanical

RIGID DRIVER

Employer: Garyowen Transport LTD
Requirements: FOR MULTI-DROP LOCAL DELIVERIES/COLLECTIONS
How to Apply: Contact : 066-7128868

DRIVER

Employer: Transport Business
Location: Local Work in Kerry
Requirements: Part-time/Full-time positions
D1 or D Licence essential
How to Apply: Phone: 087-9187424

MECHANIC

Employer: Garage in Killorglin
Location: Killorglin County Kerry
Requirements: Part-time/Full-time positions
General mechanical duty experience
How to Apply: Phone: 087-9187424

Construction

SPRAY PAINTER/PANEL BEATER

Employer: Kelliher's Toyota
Location: Rathass' Tralee
Requirements: The ideal candidate must be skilled in all aspects of vehicle body repair, Be fully qualified and have a proven track record in producing the highest quality workmanship on a consistent basis.
How to Apply: Email CV to : gerard@kelliher's.ie
Or post to:
Gerard McCarthy' Aftersales Manager; Kelliher's Toyota,
Rathass
Tralee

Construction Contd

OPERATIONS & MAINTENANCE ELECTRICIAN

Location: Cork/Munster area

Requirements: Carry out routine electrical maintenance and repair of water & sewage treatment works and pumping station plant and equipment
Be a RECI or ECSSA certified electrician
Previous water/wastewater experience would be advantageous
Be flexible with working hrs required including call out rota, bank holiday work and some weekend work.
Immediate start possible

How to Apply: Email only CV to : jobs@epswater.com
Make reference to the job title in the subject line

SCAFFOLDERS/SCAFFOLDING/LABOURERS/YARD-PERSON/PVC FITTER

Employer: Sean Hickey

Location: Gneeveguilla

Requirements: Immediate Start

How to Apply: Email CV : hickeyscaffolding@hotmail.com

Hospitality/Hotel

KITCHEN PORTER

Employer: Sneem Hotel

Location: Sneem

Requirements: Applicants need experience of at least one year or more in similar positions.

How to Apply: Email CV to: nicoladuggan@sneemhotel.com
Post to: Sneem Hotel Golden's Cove
Sneem, Co. Kerry

SALES EXECUTIVE

Employer: Sneem Hotel

Location: Sneem

Requirements: Applicants need experience of at least one year or more in similar positions.

How to Apply: Email CV to: nicoladuggan@sneemhotel.com
Post to: Sneem Hotel Golden's Cove
Sneem,
Co. Kerry

BAR STAFF

Location: North Kerry Pub
Requirements: Experience need
How to Apply: Call : 087-6284279

Food & Beverage Supervisor

Employer: The Killarney Oaks Hotel
Location: Killarney
Requirements: Minimum of 3 years' experience required
How to Apply: CV application only for the attention of Management either in person or via info@killarneyoaks.com

Part Time Waiting Staff

Employer: The Killarney Oaks Hotel
Location: Killarney
Requirements: 1 or 2 days weekend work. Experience is not required but will be an advantage
How to Apply: CV application only for the attention of Management either in person or via info@killarneyoaks.com

Pastry Chef

Employer: The Ross Hotel
Location: Killarney
Requirements: Experience in a similar role is essential. Minimum of 2 years' experience required. Fluent English
How to Apply: CV to the Ross Hotel or email: ciara.treacy@theross.ie Tel 0646631855

Leisure Centre Attendant – Full & Part time positions available

Employer: The Towers Hotel
Location: Killarney
Requirements: Swimming Pool Lifeguard Certificate RLSS or equivalent preferable
How to Apply: Email: jobs@odrhoteles.com or telephone 064 6621069 for further information

Hospitality/Hotel Contd.....

RESTAURANT STAFF

Employer: Pizza corner restaurant
Location: Killarney town
Requirements: Experience desirable
How to Apply: Send cv to info@pizzacorner.ie
Phone: (0838573917)
www.pizzacorner.ie

BREAKFAST COOK

Employer: Guesthouse in Killorglin
Location: Killorglin County Kerry
Requirements: Flexi hours
General breakfast duties experience
How to Apply: Phone: 087-9187424

CHEF

Employer: Restaurant in Killorglin
Location: Killorglin County Kerry
Requirements: Part-time/Full-time positions
General Cheffing duties experience
How to Apply: Phone: 087-9187424

Hair & Beauty

STYLIST WANTED – FULL & PART TIME POSITIONS AVAILABLE

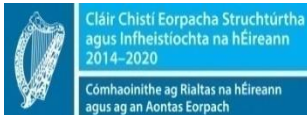
Employer: Killarney
Location: Killarney town centre salon
How to Apply: Contact Liz on 087 2944734

South Kerry Development Partnership
Are Currently Recruiting for the
TÚS-Community Work Placement
Initiative Participants

- ✓ 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 in:

- **Library Place, Killorglin; Tel: 087 414 6379: Paudie O'Shea, Tus Supervisor**
- **21 Henry Street, (First floor), Kenmare: Tel: 064 664 1930: John McCrohan, Tus Supervisor**
- **West Main Street, Cahersiveen; Tel: 066 947 2724: Joseph McCrohan Tus Manager**
- **37A High Street, 2nd Floor, Killarney: Tel: 064 663 6572: Lisa Murphy & Gerard Moynihan Tus Supervisor**



TUS/RSS VACANCIES

CARETAKER/19.5 HRS PER WEEK (KILLARNEY)

Employer: Listry Community Facility Killarney
Requirements: Times will be agreed with voluntary group involved
How to Apply: Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165

RETAIL ASSISTANT/19.5 HRS PER WEEK (CAHERSIVEEN)

Employer: Charity Shop Cahersiveen
Requirements: Times will be agreed with voluntary group involved
How to Apply: Contact Joseph McCrohan; TUS/RSS Manager on 066-9472724 or 087-2849165

'There is no charge for this service'



Do you need help with your CV?

Do you need help writing a cover letter?

Have you an interview coming up and need help preparing?

**We can compile a professional CV & Cover Letter to suit your needs
We can arrange to do a mock interview for you so you are well prepared**

Please contact Mary or Paul for an appointment Tel: 064 663 7833

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.

Job Title	Location	No. of positions	Closing Date	Job Ref. No.
CHILDCARE ASSISTANT	Ardfert	2	09/11/2018	2089264
CHILDCARE ASSISTANT	Ballybunion	1	09/11/2018	2089265
CHILDCARE ASSISTANT	Ballyheigue	1	02/11/2018	2089266
CHILDCARE ASSISTANT	Cumann Iosaef	2	09/11/2018	2089267
CHILDCARE ASSISTANT	Waterville	3	09/11/2018	2089268
CHILDCARE ASSISTANT	Killorglin Family C	2	16/11/2018	2085488
CHILDCARE ASSISTANT	Milltown	1	16/11/2018	2089269
CHILDCARE ASSISTANT	Scartaglen	1	16/11/2018	2085485
CHILDCARE ASSISTANT	Shanakill	4	16/11/2018	2085476
CHILDCARE ASSISTANT	St Brigid's	3	16/11/2018	2085483
CHILDCARE ASSISTANT	Glenbeigh	1	16/11/2018	2085489
ATHLETICS COACH	An Riocht, Castleisland	1	11/12/2018	2091117
RECEPTIONIST	An Riocht, CASTLEISLAND	1	7/11/2018	2090835
CARETAKER/MAINTENANCE	FARRANFORE/FIRIES	1	7/11/2018	2090836
RECEPTIONIST	RECOVERY HEAVEN TRALEEE	1	7/11/2018	2090832
YOUTH WORKER	KILLORGLIN	1		2089935
YOUTH WORKER	DINGLE	1		2087940
OFFICE ADMINISTRATOR	BALLYMACELLIGOT	1	16/12/2018	2091524
GENERAL MAINTENANCE	BALLYMACELLIGOT	2	16/12/2018	2091522
ARTS ADMINISTRATION	BALLYMACELLIGOT	1	16/12/2018	2091512
MEALS ON WHEELS	BALLYMACELLIGOT	1	16/12/2018	2091523

ARE YOU PARENTING ON YOUR OWN ?



**LOOKING FOR SOME TIME FOR YOU?
WE CAN HELP !!**

WHEN

**FRIDAY ,NOVEMBER 2ND,9TH, 16TH, 23RD,
30TH & December 7th, 2018
10:00am to 12:00pm**

WHERE

KILLORGLIN FAMILY RESOURCE CENTRE

Join us for a **FREE 6 week** course which includes varied speakers & information days, such as **MABS, Citizens Information, LIFE COACH, REFLEXOLOGY, WELLNESS, HEALTH & BEAUTY**

Booking is essential as places are limited .

**LOOKING FOR
SOME TIME FOR
YOU ?**

**FREE CHILDCARE
PROVIDED
Refreshments
provided.**

**Special time for
me before
Christmas!!!!!!**

**MABS, Citizens Infor-
mation, Reflexology,
Life Coach,
Mindfulness
Beautician**

CONTACT:

**Mary
066-9472724 or-
Kathleen 066-
9762933**

**To register your
Interest.**



Rialtas na hÉireann
Government of Ireland



Ireland's European Structural and
Investment Funds Programmes
2014-2020
Co-funded by the Irish Government
and the European Union



EUROPEAN UNION
Investing in your future
European Social Fund

TÚSLA
An Ghníomhaireacht um
Leanaí agus an Toghlaigh
Child and Family Agency

